



LAMPTON-LOVE, INC

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Date: March 1, 2010
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – March 2010

Company policy requires that each branch office hold a minimum of one safety meeting each month with the documentation of the material covered and the attendance being recorded on the "Monthly Safety Meeting Minutes and Attendance Record" (see attached form). **Please detach this form, fill out and mail or fax a copy to Polly Cox. Please keep the original for your records.**

Note: ONLY the Monthly Safety Meeting Minutes and Attendance Record is to be sent in.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of March 2010. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Road Rage & Handling Flammable and Combustible Liquids) (3 pages)
2. Safety Meeting: Propane Security (1 page)

It is recommended that you thoroughly read this material prior to your meeting.

It is strongly recommended that you use the 3-ring binder to store all of your "2010 Monthly Safety Meetings"!!! This material may be referred to or used to train new employees. This manual should be kept in an area of the office that is easily accessible to all employees.

Be Smart... Be Safe and Be Courteous!!!

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PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

ROAD RAGE: Still a Real Problem

A few years ago, road rage was all the rage...hardly a day went by without a new clip about a car accident fueled by anger. It may not be front-page news, but unfortunately road rage is still with us and you need to steer clear of it. *According to the AAA Foundation for Traffic Safety study, here's how to handle an encounter with an anger driver:*



Don't acknowledge or make eye contact with an aggressive driver.



Don't honk your horn, speed up, slow down or tailgate.



Give the aggressive driver some space. Let the driver pass you, and keep your distance.



Get the model and make of the vehicle and the license plate number, if possible, so you can report the driver to the police.



Be polite and courteous while driving.

Bonus: It may help keep other drivers calm too.

Handling Flammable and Combustible Liquids

Fire prevention measures are especially important where flammable and combustible liquids are concerned. Make sure your employees understand how to identify, handle, and store flammable and combustible liquids.

What is a flammable liquid?

Flammable liquids ignite easily and burn quickly. Gasoline, acetone, and methanol are examples of flammable liquids.

Flammable liquids have flashpoints below 100°F. The flash point is the temperature at which a liquid produces enough vapors to be ignited. More than any other factor, flash point determines the flammability hazard of a liquid – the lower the flash point, the more flammable the material. Flammable liquids are known as “Class I” liquids.

There are three classes of flammable liquids:

- Class IA - Liquids having flashpoints below 73°F and having boiling points below 100°F.
- Class IB - Liquids having flashpoints below 73°F and having boiling points at or above 100°F.
- Class IC - Liquids having flashpoints at or above 73°F and below 100°F.

A combustible liquid has a flash point at or above 100°F up to 200°F. Combustible liquids are divided into three classes:

- Class II – Liquids having flashpoints at or above 100°F and below 140°F.
- Class IIIA – Liquids having flashpoints at or above 140°F and below 200°F.
- Class IIIB – Liquids having flashpoints at or above 200°F.

Read the MSDS and Label

When you use a product containing chemicals, an easy way to identify the flammable and combustible liquids and their hazards is to use the product's Material Safety Data Sheet (MSDS). The MSDS provides the following information:

- The hazardous chemical ingredients.
- The physical data (including the flash point).
- Fire and explosion hazards.
- Reactivity data.
- Conditions to avoid.
- Storage and handling.

The container's label will also list the ingredients and provide a hazard warning.

Using flammable and combustible liquids

Do not use flammable and combustible liquids where there are any open flames, sparks or other sources of ignition (smoking, welding, etc).

To avoid dangerous sparks caused by static electricity, containers of flammable liquids must be properly grounded and bonded while dispensing the liquid.

Flammable and combustible liquids can be dispensed through the use of:

- Approved self-closing gravity flow valves for horizontally stored drums.
- Approved pumps for vertically stored drums.

Storage areas must be safe

Storage must be in approved containers (drums, safety cans, etc). Containers must be closed when not in use.

OSHA has special requirements for the lighting and other electrical wiring used in flammable liquid storage rooms. Containers may also be kept in approved storage cabinets. OSHA sets limits on how much flammable or combustible liquid can be stored in one area.

Fire extinguishers must be available where flammable and combustible liquids are stored. Always observe “***No Smoking***” signs where these liquids are present.

MARCH 2010 SAFETY MEETING

Propane Security

Homeland security is a popular topic in these times since 9/11. Not a day or news broadcast goes by without someone talking about it. I hope we can all agree that every American shares at least some responsibility for homeland security, especially those workers in the hazardous materials industry. The purpose of this meeting is to remind propane employees of what the DOT and Department of Homeland Security expects in this important area.

Listed below are some general tips and observations that propane employees should consider relative to the propane industry.

- ❖ Be familiar with your company's and location's security plan. Remember, all companies transporting hazardous materials, including propane, must have a security plan in place.
- ❖ Know the person in your company that is designated to receive information about security issues at your company. Report to that person all concerns you have about security within your company.
- ❖ Assist in controlling access inside your place of business. Remember, not everyone has a right to gain access "inside the gates".
- ❖ Secure and lock your propane truck at night and even in the daytime.
- ❖ Inspect your truck and facility frequently for evidence of tampering or misbehavior.
- ❖ Keep route schedules and customer information away from individuals who don't have a legitimate need to see them.
- ❖ While performing a truck walk-around, look for evidence of security issues like tampering with valves, strange packages or safety control systems.
- ❖ Never pickup hitchhikers.
- ❖ Try to keep on your assigned route as much as possible and advise your office if you need to deviate from it.
- ❖ When parking your truck for a break, park it so you can keep an eye on it making it easy for you to respond to suspicious activities.
- ❖ Watch for people who seem to have more than a passing interest in your activities. They may be sizing you up in an attempt to breach your security.
- ❖ Keep aware of the nation's threat level. The higher the security threat level, the greater the security threat.
- ❖ Be especially wary of stopping for a roadside "accident". Terrorists could stage these "accidents" in attempt to seize your truck. Generally speaking, it's not advisable to stop a propane truck for any roadside accident unless there is the threat of imminent death by accident victims.

Everyone in your company has some responsibility to ensure the security of your plant. Our goal in the propane industry is to ensure that terrorists will never get the idea that our industry is an "easy mark". Remember, in this area of discussion, you may have only one chance to respond appropriately to a threat.

MARCH 2010
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

Date: _____ **Time Started:** _____ **Time Finished:** _____

Instructed By: _____ **Number Attending:** _____

Subject Covered and Comments:

By my signature below, I certify that I attended and participated in this Safety Meeting and I understand the material presented.

Employee Name (Please print)	Employee Signature	License Expires*	Endorsements **	DOT Physical Expires ***
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

* List driver's license expiration date in this column.

** Check licenses for proper endorsements and re-testing. (For example: "HazMat") List endorsements in this column.

*** List DOT physical expiration date in this column.

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulations and curriculum for this monthly safety meeting.

Instructor's Signature: _____ **Date:** _____

Mail or fax this sheet only to: Lampton-Love Inc.
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