



LAMPTON-LOVE, INC.

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Date: March 7, 2012
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting –March 2012

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 Lynn Eldridge. 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 2012. You may add topics, **but please document the following topics:**

1. News Briefs!!! (1. When Are Safe Work rules Not Safe Enough? 2. Truck Placards and Labels)
2. Safety Meeting: (Filling Connections)

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 the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material may be referred to or used to train new employees from the website. 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)

When Are Safe Work Rules Not Safe Enough?

If you're relying on safe work rules to protect employees, make sure the rules are reliable. **This story is based on a real court case.*

The Incident

An employee at a produce company received severe injuries to his right arm when it became caught in a conveyor that moved vegetables from storage to shipping. Although the top of the conveyor was guarded with metal barriers and supports to protect workers against pinch points, the underside was not guarded. On the day of the injury, the worker was cleaning under the conveyor.

OSHA's Citation

When OSHA inspected the plant after the accident, a number of citations were issued for a variety of safety hazards, including violations of the machine guarding standard. According to the OSHA compliance officer, the danger zone for nip points on a conveyor is an area within 6 inches of the belt. A worker under an unguarded conveyor would be in the danger zone. The produce company contested the citation, claiming that instead of guarding under the conveyor, it relied on work rules warning employees to “keep hands away from moving equipment parts” and prohibiting anyone from going under the conveyor. The proper procedure was to use a long-handled broom to sweep under the conveyor.

The Ruling

The Occupational Safety and Health Review Commission let the citation stand. “If employees were told to keep their hands out of machines, such a work rule is nothing more than a general reminder to work safely and is clearly insufficient to prevent an employee's accidental contact with a conveyor's rollers where the employee is working 6 inches below a conveyor operating overhead.”

The Point

Work rules are no substitute for engineering controls, when those are feasible. When they're not, and you're relying solely on work rules to protect employees from hazards, those rules had better be effective, explained, emphasized, supervised, and enforced.

Truck Placards and Labels

The DOT regulations state in part; that bobtails must be labeled and placarded while operating. The markings must identify the:

- ◆ Shipping name of the product (Propane or Liquefied Petroleum Gas)
- ◆ Hazard class of the product (2 or 2.1)
- ◆ Identification number of the product (1075)

Trucks transporting cylinders also have to be similarly marked if they are transporting more than 1,000 lbs. of cylinders combined with the weight of propane. Fuel oil and gasoline trucks have similar requirements, obviously with different product names and hazard class and UN numbers.

Drivers have the most responsibility on a day-to-day basis to ensure their truck is properly placarded and labeled. Many a roadside stop has been initiated by the DOT and other law enforcement officials because trucks are either missing placards and labels or they are damaged or faded.

Here are some general regulatory requirements concerning this subject matter:

- ◆ Placards and labels (shipping name of the product) must be mounted on each end and each side of the motor vehicle.
- ◆ It is typically recommended by the DOT that both the labels and placards be affixed to the cargo tank, not the cab or chassis. Note: many jurisdictions allow the front placard and labels to be placed on the grill or bumper.
- ◆ Placards must be 10.8 inches on each side.
- ◆ Placards must be mounted on point with the text and numbers on a horizontal plane.
- ◆ Colors on a placard must not be faded
- ◆ Font size on "PROPANE" or "LIQUEFIED PETROLEUM GAS" labels should be at least 2" in height.
- ◆ Font color of labels should contrast with the background of the truck's paint scheme.
- ◆ The font size of the "1075" within the placard must be 3.5" in height.
- ◆ The hazard class ID number cannot be more than 18 points high.
- ◆ Trucks should have the company name and telephone number on each side.
- ◆ Your company's DOT number should be affixed to both sides of the truck
- ◆ 5 year pressure test and annual visual and leakage test decals should be displayed near the data plate.
- ◆ Railroad crossing warning labels affixed to the rear of the truck are required in some jurisdictions.

Listed below are some check items that you should be performing on a daily basis concerning this topic:

- ◆ Placards and labels must be applied to each side and end of a subject vehicle. It is important to ensure that these decals are easily viewed from each direction. **Note:** check your front placard, if it is applied to the front head of the tank barrel, it cannot be mounted below the roofline of the cab or you could be cited!
- ◆ Make sure your placard and labels are not faded, torn or defaced – “when in doubt change them out!”
- ◆ It is generally recommended that the shipping name on the label match with the product name on the Shipping Paper inside the cab. For instance, do not have a Shipping Paper name with “Propane” as the product name and labels with “Liquefied Petroleum Gas”.
- ◆ Check your truck for a current P, K and V decals indicating the cargo tank is compliant with all inspections and tests. Some cargo tanks will also need an “I” inspection (internal inspection) decal.
- ◆ While you’re at it, look to see that the cargo tank data plate(s) is/are in good condition.
- ◆ If you have flip-over placards that are typically installed on a cylinder truck, make sure the placards are in good shape and the flip-over mechanism is working correctly.

All of the issues discussed in this meeting are easily recognized and corrected. Drivers are reminded of their responsibility to carefully inspect each truck before they leave the plant location. Plant managers should have replacement labels and placards on hand for quick and easy replacement.

Remember also that poorly placarded and labeled trucks are often the reason why trucks are stopped in the first place. Don’t allow the condition of your placards and labels to degrade to a point that you are pulled over for a roadside inspection!

MARCH 2012 SAFETY MEETING

Filling Connections

Transferring propane from one container to another is a sensitive operation. Several things can go wrong where this connection is made. The purpose of this meeting is to draw attention to the integrity of the filling connection area and remind employees of their responsibility to ensure these connections are safe and leak-free.

At first glance, the simple act of connecting a hose-end filler valve to a tank filler valve is a simple process. This operation is done thousands of times each and every day of the year without incident. However, problems do occur occasionally and the bad thing is that these problems never show up until propane is flowing through the connection. Sometimes it's too late to get it right after the filling operation begins.

Hazards in and around a filling connection

- ◆ Leaks can occur during transfer
- ◆ Valve components can fail to open or close when needed
- ◆ Ignition sources can enter the area
- ◆ Fittings can loosen and leak

During a propane transfer, one of the most sensitive areas is the filling connection. If that connection is not secure the entire transfer operation is at risk. Unfortunately, oftentimes, precious little attention is paid to this connection until it's too late.

Case Study

A Native American was preparing to dispense propane into a 20lb cylinder in the Kenai Peninsula of Alaska. He had performed this operation hundreds of times in the past. On this day, things didn't go according to plan. After making the connection on the old style POL connection (this accident occurred in 1998) he started the pump and began the transfer. About half-way through the transfer he noticed a large leak at the POL connection. Instinctively, and without gloves, he tried to tighten the connection. He tried and tried to get the leak stopped but to no avail. He suffered severe frostbite injuries to his right hand. Had he looked before the fill at the male POL connector nozzle, he would have noticed the missing O-ring and severely worn threads on the nozzle. He almost lost his hand due to his injuries after months of painful rehab.

Listed below are some precautionary things to consider before, during and after a propane transfer operation as it applies to the filling connection.

- ◆ Survey the transfer area for sources of ignition within at least 25 feet. Remove any such ignition sources before filling.
- ◆ Carefully examine the delivery hose-end fitting for:
 - Worn threads
 - O-ring, if so designed
 - Cracks or damage
 - Operating lever or valve operation

- Leaks
- Presence of dirt or debris
- ◆ Carefully examine the tank/cylinder filler valve for:
 - Leaks
 - O-ring, if so designed
 - Cracks or damage
 - Worn thread
 - Presence of dirt or debris
- ◆ Always wear approved, propane resistant gloves on both hands
- ◆ After the above items have been checked, attach the filler connection securely and quickly open and close the hose end valve. Check the connection for leaks. If leaks are present, remove, inspect and correct any problems noted. Recheck the connection for leaks and proceed with the fill if the connection is leak free.
- ◆ Remain in attendance during the fill operation and stop filling before the tank/cylinder becomes overfilled. Shut off all valves in the system.
- ◆ Bleed down the hose end connection—protecting your eyes, hands and arms from liquid propane release.
- ◆ Secure the hose end valve assembly and stow properly.

Most propane filling accidents occur because of mental error. Employees who take equipment and safe procedures for granted oftentimes pay a terrible price. Size up the filling operation before starting—look for nearby ignition sources, wear appropriate gloves, carefully inspect all equipment, test the connection before filling and remain in attendance during the entire operation. One last comment, remember to properly stow the hose end keeping it clean and secure when not in use. Don't become a statistic, pay attention and keep safe, too much depends on it!

MARCH 2012
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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