



LAMPTON-LOVE, INC.

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Date: May 1, 2009
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – May 2009

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 May 2009. You may add topics, **but please document the following topics:**

1. News Briefs!!! (When OSHA Visits and Caution: Workers and Drivers Ahead) (2 page)
2. Material Safety Data Sheets (2 pages)

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 "2009 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)

WHEN OSHA VISITS:

OSHA conducts site inspections in cases of imminent danger or industrial accidents. You can expect OSHA to come knocking if there's a fatal incident involving one or more of your co-workers; a serious injury, illness or exposure; or an inpatient hospitalization required due to a catastrophe. When an OSHA inspector visits, it can create stress in the workplace, but it doesn't have to.

Here's how to prepare for the visit, what to expect and how to cooperate with OSHA inspections:

How to Prepare:

- Keep your work area clean and organized.
- Keep safety records organized and easily accessible.
- Use all safeguards and wear appropriate protective gear every time you do your job.

What to Expect:

- OSHA inspectors will present their identification and request permission to conduct a site inspection.
- Only a management representative should respond to OSHA requests. If a manager isn't on-site, inform OSHA inspectors that they must wait until you contact and obtain instructions from management about how to proceed.
- Inspectors have the right to walk around the building (accompanied), interview employees in private and document hazards with photos and measurements.
- Inspectors may request protocols, work procedures or other documents during the inspection.

How to Cooperate:

- Be courteous and friendly.
- Provide fact-based answers to questions. Make sure you answer all questions truthfully, and don't offer opinions, extra information or make guesses.
- Don't make jokes about safety or the worksite during the inspection.
- You may be asked to participate in a private interview (away from your supervisor) during the inspection. Use this time to provide only facts, not opinions or off-the-cuff remarks.
- Don't argue with an inspector.

Your supervisor will take care of the bulk of the information that is provided to OSHA; you just need to be available to answer questions accurately. **Relax** – OSHA is just doing its job to protect you.

CAUTION: WORKERS (and DRIVERS) AHEAD

It's a fact: The majority of people injured or killed in work zone collisions are drivers and passengers. Many accidents occur before the construction work zone begins, where lanes close and cars merge, and most occur because of speeding and inattentive driving. When driving through a work zone, **remember these rules of the road:**

Merge as soon as possible to help maintain traffic flow.

Slow down and obey the posted speed limit.

Pay attention. Now is not the time to fiddle with your radio or make a phone call. **Remember:** Distractions are the No. 1 cause of accidents.

Plan ahead. Work zones often cause delays. Leave early to reach your destination on time.

Obey the flagger's directions.

Stay alert. Work zone lanes and conditions change constantly; expect the unexpected.

Be patient. Work zones are there to improve the roads that you drive.

Observe the posted work zone signs until you see the one that says "END ROAD WORK."

Tip: If you work on the road, follow all company rules, wear protective clothing and use required safety procedures and equipment to make yourself more visible to drivers.

MAY 2009 SAFETY MEETING

MATERIAL SAFETY DATA SHEETS (MSDS)

The objective of this safety meeting is to remind employees of the important information contained in material safety data sheets (MSDSs) and to emphasize their use as an effective tool to minimize chemical exposure while on the job. OSHA requires that employees be familiar with all hazardous chemicals in their workplace.

According to the OSHA standards, employees have a right-to-know about the chemical hazards in their workplace and ways to protect themselves from those hazards. That's the basic purpose of OSHA's Hazard Communication (HazCom) standard.

MSDSs are the single best place to look for everything you need to know about a chemical's hazards and how to work with that chemical safely. Employees should keep in mind that although propane probably represents the greatest risk to the average propane worker, there are many other chemicals in the workplace that present a hazards as well.

OSHA requires that all employees develop a HazCom program; additionally, they must ensure that MSDSs are maintained and available for each hazardous chemical in the workplace. Workers must know where these MSDSs are located and they must have easy access to them at all times. Each MSDS must provide the following information:

- Name of chemical.
- Manufacturer name and address.
- Why the chemical is hazardous?
- Hazards of the chemical.
- How to handle it safely?
- What personal protective measures must be used while working with or around it?
- What to do it exposed to it?
- How to handle spills and emergency situations?

Every MSDS differs from the next, that's why it's important that each MSDS be read and examined very carefully. Employers and workers should always pick out the major categories of information listed above to determine how to best protect themselves.

Employers and employees should know and understand that each have solemn responsibilities under the HazCom Standard. Employers must provide training, MSDSs for every hazardous chemical in the worksite and they must also make it easy for employees to access this information. Employees, on the other hand, must exercise responsibility to learn all they can about the hazardous chemicals in the worksite and refer to MSDSs when they have a question. Most importantly, employees should never use a hazardous chemical unless they are fully and completely informed about all its hazards and safe handling practices.

MSDSs provide a wealth of detail on a chemical's makeup, its hazards, and the steps you can take to work with it safely.

The government has made a big point of requiring MSDSs, determining what information they must contain, and emphasizing that MSDSs have to be available to employees. Employees have a right-to-know about chemical hazards on the job and how to protect themselves from exposure. When both employers and employees are working together a safe and healthful workplace is the result.

Let's make sure that each employee is aware of the following:

- The location of all MSDSs at your location
- The location of the company's HazCom Program.
- The location of all the Hazardous Chemicals used at the branch.

Take a few minutes and list all the Hazardous Chemicals in your branch and then make sure that you have MSDSs for each chemical.

Chemical List:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____

MAY 2009
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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