



LAMPTON-LOVE, INC.

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Date: May 4, 2012
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – May 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 May 2012. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Homeland Security)
2. Safety Meeting: (Personal Protective Equipment {PPE} Annual Training)

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!!!



PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

HOMELAND SECURITY

Homeland Security is a popular topic in these years since 9/11. Not a day or news broadcast goes by without someone talking about it. We 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 discuss what the DOT of the Department of Homeland Security expects of employees in the propane industry.

Tips and Observations

Listed below are some general tips and observations that every driver should consider:

- ◆ Be familiar with your company’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 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 or safety control systems.
- ◆ Never pickup hitchhikers. This action also violates the DOT’s rules by doing so.
- ◆ Try to keep on your assigned route as much as possible and advise your office if you need to deviate from your regularly scheduled route.
- ◆ 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 any 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 an 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.

It’s been proven time and again that terrorists like to probe so called “soft spots”. They are seeking the “path of least resistance” in industries that can provide the most “collateral damage”. What is the actual threat of terrorism in our industry? Who know for sure, but unless everyone in our industry should take these threats seriously, we could be the next target.

MAY 2012 SAFETY MEETING

The quality of one's safety attitude typically is described in terms of behavior. A person's actions reflect the attitude. The worker who always wears the proper personal protective equipment demonstrates good safety behavior and a good safety attitude.

Using personal protective equipment (PPE) requires hazard awareness and knowledge of the equipment's purpose, limitations, and proper fit and maintenance.

OSHA in 29 Code of Federal Regulations (CFR) requires the use of personal protective equipment during operations that present the risk of injury to employees when that risk cannot be eliminated by engineering or process procedures. Under OSHA regulations, the employer is responsible for:

- ◆ Determining the use and selection of PPE;
- ◆ Training employees in the proper use and care of PPE;
- ◆ Documenting the use and employee training of PPE;

The required annual PPE training will be part of our May 2012 Safety Meeting. Pull your PPE Training Manual from the safety library and review the training with your employees. After you have conducted the training and the employee's have completed the quiz, have them sign the attached signature sheet and place it in the back of the PPE Training Manual. Then they are to sign the Safety Meeting Minutes and you return a copy to me and/or Lynn.

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
PERSONAL PROTECTIVE EQUIPMENT**

Personal Protective Equipment

Company Name: _____

Date: _____ Manager: _____

**I HEREBY CERTIFY THAT I HAVE REVIEWED THE PERSONAL PROTECTIVE EQUIPMENT
TRAINING PROGRAM;**

EMPLOYEE NAME and JOB TITLE (please print)	EMPLOYEE SIGNATURE
1 _____	_____
2 _____	_____
3 _____	_____
4 _____	_____
5 _____	_____
6 _____	_____
7 _____	_____
8 _____	_____
9 _____	_____
10 _____	_____
11 _____	_____
12 _____	_____
13 _____	_____
14 _____	_____
15 _____	_____

MAY 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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