



LAMPTON-LOVE, INC.

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Date: May 5, 2013
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – May 2013

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 the Monthly Safety Meeting Minutes and Attendance Record, fill out and e-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 2013. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Defensive Parking and Drivers Can Multitask)
2. Safety Meeting: (Personal Protective Equipment)

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)

DEFENSIVE PARKING

Defensive driving programs have been around for a long time and are very effective in keeping the awareness level high to alert drivers to potential hazards on the road and how to avoid collisions. Depending on whose statistics you review, as high as 50% of all commercial vehicle accidents occur in parking lots of both public and private facilities. Truck Stops, rest areas, shopping centers and malls, and shipper and consignee facilities are all potential crash sites, but the chances of being involved in a crash can be reduced by practicing defensive parking.

There are two basic types of parking lot collisions: one where the CMV driver strikes another vehicle or object and one in which the CMV is struck by another vehicle. The problems with these areas are very basic; reduced space and reduced visibility and many times other vehicles or objects must be avoided. When parking, choose a location that can accommodate a CMV, most fast food drive-thrus won't. Plan your stops at these locations at times when there is typically less congestion. Stops for fuel or rest breaks should be combined and made at times when there are fewer vehicles, both cars and trucks. When you enter these areas go slowly, scanning the area for obstacles such as curbs, barriers, signs, overhead wires and other vehicles. If you are in an unfamiliar area obey the traffic patterns and keep scanning and operate at a reduced speed to eliminate problems. Whenever possible choose a parking spot where you can pull in and pull out; avoid backing into or out of a parking place. If you have to back up, remember the five principles of safe backing:

1. Get out and look before you back,
2. Back from the driver's side,
3. Back slowly,
4. Check both sides as you back, and
5. Get a reliable guide when necessary.

At shipper and consignee facilities, practice the safe backing principles and, if you have to wait for a dock door, park away from other vehicles that might be trying to get in or out of the dock. Watch side and overhead clearances as you back. Beware of those drivers who are impatient and try to beat you to the parking place or those who try to impress people by how fast they can maneuver in tight places. As you back be especially aware of personnel who, without thinking, get between your unit and the loading dock. This is an extremely dangerous and sometimes fatal decision.

When you park (and lock) your unit to go in for a meal, coffee, or to settle up with the fuel counter, write down the company name and unit numbers of the vehicles to your right, left front and rear of your unit. If you come back to your unit and find the front end missing then at least you will have some idea of who might have done the damage.

Safe parking is also important if you are going to take a rest break. We are still several thousand parking places short every night for drivers needing to take a rest break. Thoughtful trip planning can help in finding those locations. Secured and well-lit parking areas are the best choice. Be sure your truck and trailer are locked and secured while you are resting. Report any suspicious activity to the police and facility manager and let them investigate and handle the situation.

Temporary parking and rest areas, especially during the upcoming vacation season, bring on some additional hazards. Look for rest areas that segregate car and truck parking and remember that these individuals are not professionals and can park too close to CMVs, seemingly inviting collisions. If you park for one of those short breaks at these facilities before you ever get in the cab walk around the unit and check under the unit to make sure everything is clear before you pull out of the area.

Defensive parking? Yes, you can do a lot to prevent even these accidents.

DRIVERS CAN MULTITASK



Myth vs. Reality

Myth #1 Drivers can multitask.

Reality

Contrary to popular belief, the human brain cannot multitask. Driving and talking on a cell phone are two thinking tasks that involve many areas of the brain. Instead of processing both simultaneously, the brain rapidly switches between two cognitive activities.

Take the classic example of the act of walking and chewing gum. There is a common misconception that because people appear to simultaneously do both that they can just as easily talk on their cell phones and drive safely at the same time.



The truth is that walking and chewing gum involve a **thinking** task and a **non-thinking** task.



Conversation and driving are **both thinking** tasks.

MAY 2013 SAFETY MEETING

PERSONAL PROTECTIVE EQUIPMENT

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 2013 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.

MAY 2013
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.
Gene Maddox/Lynn Eldridge
P.O. Box 1607
Jackson, MS. 39215-1607
Fax #: 601-933-3420

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 _____
