



LAMPTON-LOVE, INC.

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Date: May 5, 2008
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – May 2008

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 2008. You may add topics, **but please document the following topics:**

1. News Briefs!!! (4 pages)
2. Driver Fatigue (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 “2008 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)

STEER AWAY FROM AGGRESSIVE DRIVERS

Headlights flashing in your rearview mirror cause you to check your speedometer once again. If you're going the speed limit, do you really have to change lanes to appease the speed demon behind you? Technically, the answer is no; however, the National Road Safety Foundation (NRSF) advises that you let the vehicle pass. Challenging an aggressive driver will only invite danger.

Aggressive driving includes tailgating, speeding, running red lights or stop signs, passing in a no-passing zone, frequent and unsafe lane changes, and threatening behavior towards other drivers.

The NRSF offers these tips to handle aggressive drivers:

- ❖ Avoid eye contact.
- ❖ Don't return harassing gestures or name-calling.
- ❖ Get out of the way. Don't attempt to hold your lane position or speed up; you'll only escalate the situation.
- ❖ Report aggressive drivers to the police by providing them with as much information as you can, such as the vehicle description, license plate number and direction of travel.
- ❖ If the driver won't leave you alone, don't stop. Instead drive to the nearest police station or call the police on your cell phone (If you can do so safely). Just press 911 or #77 on your phone.

Finally, remember that aggressive drivers are often taking out their anger or frustrations from behind the wheel. They have little concern for your safety or the safety of others. Steer clear and always wear a seat belt – it can save your life.

Take Control: Don't Be an Aggressive Driver:

If you lose your patience, anger easily or challenge other drivers who irritate you, you could be considered an aggressive driver. ***To prevent aggressive tendencies, follow this advice:***

- ❖ Give yourself enough time to reach your destination. Check traffic before you leave. If there's congestion, leave earlier or map out an alternative route.
- ❖ Don't drive if you're tired, angry or upset in any way.
- ❖ Listen to calming music while you drive, and make sure your seat is comfortable.
- ❖ Be a courteous driver – be polite and forgiving. Sometimes drivers who “cut” in front of you are lost or confused – give them the benefit of the doubt.

TAKE the GUESSWORK OUT of GOGGLES

Not sure what type of eye protection you should wear on the job? Here's a brief guide to common hazards and the safety eyewear appropriate for each.

- ❖ Hazard: *Impact from flying or falling objects, or sparks striking the eye.*
- ❖ Eye Protection: Goggles or spectacles with side shields for primary protection; face shields for secondary protection.

- ❖ Hazard: *Dust.*
- ❖ Eye Protection: Sealed safety goggles.

- ❖ Hazard: *Exposure to high temperatures, molten metal or hot sparks.*
- ❖ Eye Protection: Goggles or spectacles with side shields for primary protection; face shields for secondary protection.

- ❖ Hazard: *Chemical burns through mists, vapors or splashes.*
- ❖ Eye Protection: Goggles for primary protection; face shields for secondary protection.

- ❖ Hazard: *Retinal burns, cataracts or permanent blindness (from welding or laser use).*
- ❖ Eye Protection: Varies depending on whether the hazard is from laser, welding or glare – options include special filter lenses, head gear, face shields, windows, laser glass, visor shades and laser or welding goggles.

DOT EXTENDING TANK MOVING PERMIT into 2010

In early April, the National Propane Gas Association (NPGA) confirmed that the Department of Transportation (DOT) Pipeline and Hazardous Materials Safety Administration (PHMSA) has extended SP-13341, a special permit that allows for the transportation of consumer tanks filled with more than the 5% propane, through March 31, 2010.

NPGA notes that just 72 hours prior, it had requested an extension to the special permit.

Specifically, the permit allows for the transportation of a consumer storage tank from the consumer's location to the nearest bulk plant when the tank is filled more than 5%. This special permit can only be used in conjunction with an authorization letter from DOT. NPGA says that it has been updating the members-only portion of its website (www.npga.org) to include the new authorization letter.

The special permit was granted to the association and its members on June 16, 1996 following discussions between NPGA and DOT. NPGA argued that safety would be enhanced “by providing a means to offload storage tanks with more than 5% propane at bulk plants.”

ARTHRITIS and YOUR DIET

Can food choices decrease your risk of developing arthritis or diminish the symptoms? There are several types of arthritis, so the role of diet in this disease is complex. *Here's a rundown of the latest information:*

Diet appears to affect gout (a form of arthritis). Studies suggest that foods high in purines, such as liver, mackerel and scallops, can aggravate gout in some people, as can drinking too much alcohol.

Some Foods may help reduce the inflammation of arthritis. There is a strong possibility that omega-3 fatty acids can help arthritis sufferers. Have two three-ounce servings weekly of tuna, salmon or trout, or add flax oil or ground flaxseed to salad dressings or other foods. Spices such as ginger and turmeric show promise as well.

Arthritis-fighting anti-oxidants occur in a variety of fruits and vegetables, including red peppers, pumpkins and apricots; just one glass of orange juice a day may make a difference. Coffee, low-fat dairy products and vitamin C (found in citrus fruits) have also been linked to lower rates of gout. Limit foods high in saturated fats; go easy on refined grains and sugar; and avoid trans fats – they may worsen inflammation.

Take-home message: Although more research is needed to identify which foods truly fight arthritis, you can take a positive step now. Keep a log of your food and symptoms to see if you can spot any patterns. Then consult your health care provider or check out www.arthritis.org for more information.

FISHER ISSUES REGULATOR RECALL

Fisher Controls International (FCI) of McKinney, Texas, is recalling about 142,000 Fisher Model R622H 1st stage LP gas regulators. Gas can leak from regulator when the diaphragm pulls inward into the casing, posing a fire or explosion hazard to consumers.

FCI has received one report involving a fire in a tobacco barn. The recalled gas regulators were manufactured from June 2006 through January 2008 and installed on LP-gas supply systems in homes and small commercial buildings. The equipment was sold by FCI to LP-Gas dealers nationwide from June 2006 through January 2008. For a list of model and type numbers involved in the recall, visit <http://www.cpsc.gov/cpscpub/prerel/prhtml08/08561.html>.

Consumers who had a LP-gas system installed with a recalled regulator should immediately contact the company that provides their LP-gas services to determine if they should receive a replacement regulator installed free-of-charge. Regulators marked with a “D” near the inlet fittings are not part of this recall and do not need to be replaced.

Dealers that purchased and installed the recalled regulators have been notified of the recall directly and instructed to replace the regulator. The companies will contact consumers with the recalled regulators. Consumers who have not been contacted directly and wish to determine if they have a recalled gas regulator should call their gas supplier directly. For additional information contact Fisher Controls International too-free at (888) 237-1751, or visit www.fisherregulators.com.

WHY SAFETY?

“Why is safety important? Why bother with it? There are several major reasons for safety. Our society places high value on human life and welfare. This fact provides the first and overriding reason for safety – *humanitarianism*. This is the moral basis for safety.

Each person has a different degree of regard for others and uses different standards for right and wrong. To minimize these differences, society formalizes standards of conduct among people. This body of formalized standards, the *law*, provides a second reason for safety. This reason is derived from the first.

Society's standards recognize that life and the ability to live it fully has worth. Property, too, has worth. As part of an economic system, at times society must determine the actual value of property, human capabilities, and life itself.

The third reason for safety is *cost*. Cost is measured in actual outlays, in avoidance of expenditures, or in the value of lost abilities and property."

ACCIDENTS DEFINED

"The dictionary defines an *accident* as a happening or event that is not expected, foreseen, or intended. An event itself is the key element of this definition. Another definition used includes the effects of an event. An accident is an unexpected, unforeseen or unintended event that causes injury, loss or damage. The term accident usually evokes thoughts about undesirable effects or consequences. The term suggest to most people immediacy between event and effect. We tend to think of an accident as a sudden event with short duration. The term accident often suggests that the event occurred by chance – it just happened. To avoid the connotation of chance, a number of organizations no longer use the term accident. Instead, the use the term *incident* to refer to an unplanned event or event sequence regardless of the effects of loss because of the many limitations the word accident poses."

MAY 2008 SAFETY MEETING

DRIVER FATIGUE

Have you ever found yourself driving, staring at the road ahead, almost hypnotized by the ribbon of road in front of you? Fatigue lessens both your mental ability and your physical coordination, and can lead to a serious accident. The longer you drive, the less alert you become and the risk of you becoming involved in an accident increases greatly. According to the DOT, the frequency of accidents increases dramatically once a driver reaches about seven hours of driving time. That period can also be shortened with other factors. It is also estimated by the DOT that driver fatigue causes almost as many accidents as driving while under the influence of alcohol or drugs.

Signs of Fatigue

- As you begin to tire, you become restless in your seat then you become very quiet.
- You may experience occasional lapses of attention to the road.
- Your eyes stay fixed on the road ahead of you. You are not scanning your rearview mirrors or activities to the left or right of you.
- Your ability to judge distances and speed is diminished.
- You nod off to sleep for fractions of a second.
- You can't remember the sights and sounds of the last few miles.

How to Combat Fatigue

- Get plenty of rest and eat well-balanced meals with plenty of protein. Avoid over-eating before a trip.
- Don't operate a vehicle when you're tired or when you're sick.
- Turn on the radio and play upbeat, lively music.
- Make rest stops when needed and exercise a little before getting back into the cab. Deep knee bends combined with a few deep breaths can help "get the blood flowing".
- Drink coffee, soft drinks or water. Cold liquids & caffeine can help. However **do not** drink alcohol – it's illegal to do so and it will impair your senses.
- Open the windows to let fresh air in. Turn down the cab heat in the winter.
- Sit erect behind the wheel. Slouching can increase feelings of fatigue.
- Avoid taking medications that can cause drowsiness. Read the label on the container and make sure your healthcare provider knows your occupation and responsibilities.
- Drive always within the DOT's hours-of-service regulations.
- Force yourself to look to the left and right. Briefly focus on objects far, medium and close distances away. Focusing eyes on different objects can help reduce fatigue.
- Remember that, depending on your conditions, it might not be a good idea for you to drive on a particular day. Listen to your supervisor, co-workers, friends and family. If they question your ability to drive don't do it!
- Consider taking a less well known route, familiar travel routes increase fatigue.

Discuss with your group ways in which they individually combat fatigue. Discuss how each driver in your group can self-evaluate their ability to drive on a particular day. Discuss how tired is too tired and when should they "call it a day"?

The Federal Motor Carrier Safety Administration (FMCSA) says that "No driver should operate a motor vehicle while the driver's ability or alertness is so impaired, or so likely to become impaired, through fatigue as to make it unsafe to operate the motor vehicle." Learn to recognize

the signs of fatigue follow safe driving practices and get the rest required to safely operate your motor vehicle. Remember also that driving while fatigued is a great risk factor that should be carefully considered at all times.

MAY 2008
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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