



LAMPTON-LOVE, INC.

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Date: November 3, 2008
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – November 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 November 2008. You may add topics, **but please document the following topics:**

1. News Briefs!!! (5 pages)
2. Maximum Filling Densities of Propane Containers (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)

KRUG COMPRESSOR OPERATING TIPS

When it comes to pumping out storage containers in the field, the Krug H50 portable compressor is an efficient and economical propane recovery system. It is designed to transfer liquid from a field storage container to a delivery truck or another container. It works by increasing the vapor pressure on the tank being emptied while decreasing the pressure on the tank being filled. A separate hose transfers the free flowing liquid.

The H50 is available with propane or gasoline carburetion. The propane version is particularly convenient because it uses propane vapor from the storage container to power the 5 HP Tecumseh engine. If you have a gasoline-powered unit, there is a conversion kit available for propane service, use part number 0650-105LP.

Here are some Krug Operating Tips to help keep your compressor running in top condition:

1. Check the oil level before starting the engine each time as this is leading cause of damage to the compressor. The oil level should read 1” on the dipstick. Refill with SAE 30 non-detergent oil. Krug also recommends Mobile One 15W-40 synthetic oil.
2. Use a ¾” liquid line and a ½” vapor line. Both are included in the optional K-K2 hose kit.
3. Always connect the compressor to vapor service only. Liquid will damage the compressor.
4. Do not run the compressor for more than 5 minutes at a time. Do not leave compressor running unattached as severe damage could occur to the compressor.
5. The compressor is designed to run between 10 to 20 PSID, (Differential Pressure) for liquid to flow from the tank. The operator should be turning the compressor on and off while running, to maintain this PSID. If the differential pressure gets too high, it will damage the compressor. The K-K2 hose kit now includes a pressure gauge with a POL adapter.
6. Open vapor valves prior to operating. Closed or checked valves will cause the compressor to draw oil out of the crank case, causing engine damage and voiding manufacturer warranty.
7. If the compressor is chattering shut down immediately. This sound usually indicates that the differential pressure is too high.

TRAINING for NEW EMPLOYEES

If you look closely at your accident statistics, you know that out of all your employees, the most likely to get injured are “new employees.” Now these “new employees” include more than the newly hired.

Temporary employees, an employee transferred into a new work area, contract employees, a recently promoted employee, are all really new to their jobs.

Why do we need to watch new employees closely?

New hires are often younger and less experienced than more seasoned workers. New employees often lack the training necessary to perform all job functions safely and efficiently in new work areas. The company’s safety culture is rarely fully understood by new employees.

Sometimes employees who are not seasoned are responsible for training new employees. This is the “blind leading the blind” scenario. New employees trying to prove themselves will take unnecessary risks. The following suggestions help you make sure that new employees don’t end up on your OSHA 300 right out of the starting gates:

1. Set Specific Safety Goals and Responsibilities

Before a new employee begins work, there should be predetermined objectives agreed upon by management and the new employee. Without specific objectives, a new employee can easily overlook safety performance and miss the direction and focus of the safety culture of the company.

2. Use a “Seasoned Hand”

Provide a mentor for the new employee, someone who can provide one-on-one training to ensure that standard practices and procedures, the acceptable methods of operation, and the overall safety culture are conveyed in a positive and correct manner.

One-on-one training is the best way to convey important safety information, and it offers the best potential for maximum retention. Mentoring makes it easy for new employees to ask questions and raise concerns.

More importantly, it personally demonstrates the safety culture of the company. A seasoned hand can also observe the new employee and prevent bad habits from developing. Once a bad habit develops, it’s difficult to correct. Anything we can do to help develop good habits is to the advantage of the company and the employee. Habits learned correctly are much easier to sustain.

3. Review Training and Performance

Send someone other than the mentor to make sure that the new employee’s training is complete, and that the training is understood and being applied. Applying good safety performance is a key to forming good habits and building the confidence of the new employee.

Reviews also provide a checks-and-balance system for confirming that the correct training took place, and that the training is actually being put into practice. Getting a new employee to follow through on training is more difficult than we think. Be sure that the person checking on the new employee maintains the same standard as the original mentor and the safety culture of the company.

4. Assign a “Safety Buddy”

Even if the safety buddy doesn't work all the time with the new employee, arrange for the buddy to check on the new employee's safety performance several times a day. This reminds both new and old employees that safety is ongoing. The buddy system takes safety from theory and makes it a highly visible and active reality.

5. Be Sure to Follow Up

Make sure the safety manager, the supervisor, even the location manager or the owners “stop by” as often as possible. The worst thing we can do is turn new employees loose and only give them limited amounts of “check-up time.” Any one of these people stopping in to make sure the employee is working safe will make an impression. Let the new employee know safety performance counts, and that the company really cares about safety.

6. Encourage Participation

New employees shouldn't just be on the receiving end of training and verification efforts. Get them involved in whatever safety activities are going – confined space entry permitting, equipment inspections, audits, accident investigations, even safety training. Allow a new employee an opportunity to see that “safety is action” is important to all employees, including management. Also, knowing that there are checks and balances in safety will reinforce good safety practices. Setting the “safety culture boundaries” is critical for the new employee.

7. Don't Assume Anything

Repeatedly, this is the cause of accidents. Allow time for new employees to demonstrate the skills that have been trained. Don't expect one-time training and demonstration to be good enough.

8. Set Expectations

Expect a new employee to develop safe behaviors, demonstrate safe performance, and constantly confirm the safety culture desired. Double check, have someone else monitor, check again, check in a couple of weeks. Don't let the new employee think anything except that their safety performance is critical.

BACKING GUIDELINES

In the pass few months as a company we have had several backing accidents. We need to take this opportunity to review some backing guidelines. I know there are times that we get in a hurry and tend not to really pay attention to where we are backing or to take the time to see what is behind us or to be sure that we have enough clearance to back into position. In some situations before we start backing, we may need to get out of the vehicle and see what is behind us. To get out and look before we back does not mean that we are bad drivers but that we are safe drivers.

Review and discuss the following backing guidelines:

- Look at the complete picture
- Back slowly
- Back from the driver's side
- Keep track of both sides as you back
- Use a helper

If you're backing in a straight line, be sure you can see your "target" in both mirrors before you begin to back.

If your "target" is on the driver's side, be sure you can track your progress in your left-hand mirror.

If your "target" is on your blind side, be extra careful. Be sure you can track your progress in your right-hand mirror.

- Plan your moves in advance
- Use your mirrors
- If you miss your target, stop, pull up, try again
- Make sure you have enough room to maneuver
- Note all obstacles
- Make sure you have adequate clearance
- When you reach your target, chock your wheels

Drivers need to keep in mind that all backing maneuvers have the potential to become dangerous. In most backing situations, even a second or two is enough time for someone or something to get in the path of a vehicle.

A driver should perform the following safety checks before starting a backing maneuver:

- ✓ Get out of the vehicle and check to the rear;
- ✓ Check above, under, and to the sides of the vehicle;
- ✓ Check for adequate swing clearance;
- ✓ Check in front of the vehicle (if pulling forward is necessary); and
- ✓ Warn others that the truck is backing.

Once the safety checks have been made the driver shouldn't delay in moving the vehicle. Any delay could allow time for another potential hazard. If there is a delay, the safety checks should be conducted a second time.

Starting in the proper position (in as straight of a line as possible) is the key to successful backing. Other key backing tips include:

- ✓ Being patient;
- ✓ Backing as slowly as possible using the lowest reverse gear;
- ✓ Not accelerating or riding the clutch;
- ✓ Not oversteering;
- ✓ Backing to the left side (sight side) whenever possible;
- ✓ Using mirrors;
- ✓ Using the horn and flashers;
- ✓ Turning off the radio and keeping the windows open to listen for noises;
- ✓ Having someone watch and guide the rig from the outside (if possible);
- ✓ Checking behind the rig;
- ✓ Watching for obstacles that can tilt the trailer (curbs, ramps, etc);
- ✓ Looking out for overhead objects (wires, tree limbs, etc.); and
- ✓ Restarting the backing maneuver instead of backing poorly.

November 2008 Safety Meeting

Maximum Filling Densities of Propane Containers

Meeting Purpose

Filling propane tanks and cylinders is about as routine as it gets in the propane business. Thousands of these containers are filled each day without incident. However, mistakes have been made in the past causing containers to be overfilled. Overfilled containers pose an imminent threat to the entire propane industry and customers alike. The purposes of this safety meeting is to review the precautions against overfilling tanks and cylinders and a review of the hazards when overfilling occurs.

Reasons for Not Overfilling

Propane containers are designed to hold a finite amount of product depending on their size and application. In most cases, the maximum fill percentage is 80% of the container's liquid volume. However, many cargo tanks, large ASME storage tanks and underground tanks can be safely filled above 80%. Always refer to the container's data plate to determine the maximum fill level. Because propane liquid will expand quite dramatically when heated, it is necessary to provide adequate space for expansion of the liquid when it heats. Overfilled containers are extremely dangerous as they could become liquid-full, causing the safety relief valve to open, allowing an uncontrolled release of product to the atmosphere. In some instances, safety relief valves might not open when needed causing the container to fail, allowing a massive, uncontrolled release of propane creating a fire and explosion hazard. Additionally, overfilled containers could "push" liquid propane into the appliance system causing fire, explosion and operational hazards.

Steps to Ensure Tanks or Cylinders are Never Overfilled

Listed below are various steps to ensure containers are never overfilled:

1. Check to ensure you know what the container's maximum filling density is before starting the fill operation. Refer to the data plate or cylinder stampings.
2. Ensure the container has an operable liquid level gauging device. Note: some older 100 lb exchange cylinders do not have a liquid level gauging device. As long as you fill them by weight, such a device is not required.
3. Remember, cylinders with overfilled prevention devices (OPDs) must never be filled solely based on the operation of the OPD. OPDs are **not** the primary means to determine the maximum fill level of a cylinder. The maximum fill level of cylinders should be determined by weight or by the fixed liquid level gauge.
4. Remember, the maximum propane in pounds a cylinder can safely hold is 42% of the cylinder's water capacity. Example: a cylinder that has a water capacity (WC) of 47.7 pounds can safely hold 20 pounds of propane ($47.7 \text{ lbs of water} \times .42 = 20.03 \text{ pounds}$.)
5. Remain in attendance during filling so you can stop the propane supply when the container is filled to its maximum liquid capacity.
6. If you are filling cylinders by weight, periodically check the accuracy of the scales to ensure they are accurate.
7. Ensure that if you are filling a cargo tank on a truck that the tank is level. Tanks that are not level can give false readings.

8. Never fill a cargo tank to its maximum liquid level by its magnetic liquid level gauge, use its fixed liquid level gauging device.
9. Immediately stop the fill operation when the maximum fill level is achieved.
10. On production filling of cylinders by weight, never make the assumption that all cylinders have the same tare (empty weight of cylinder) weight. They don't.
11. On cargo tanks equipped with Roto gauges and similarly-designed variable liquid gauging devices, take a reading both on the left and right side of the gauge and average the two readings to arrive at the fill level. This procedure will help ensure the most accurate reading.
12. Never depend on your bobtail's liquid meter to determine the maximum liquid level of a customer's tank or cylinder. Your customer's variable gauging device might not be accurate making the use of the liquid meter inaccurate.

Actions to Take if You Overfill a Container

If you accidentally overfill a container it is important that you take appropriate actions to ensure it is not released to a customer in an overfilled condition. If your company has a specific set of procedures for this situation you should consult those procedures at this time. Listed below are some procedures that might help you deal with an overfilled container.

Cylinders

Depending on the equipment at your location, pump out, evacuate or flare the contents of the cylinder to a safe liquid level. If a flare stack is used, make sure its flame is a safe distance from propane operations. Never vent the contents to the outside atmosphere, as this procedure creates an extreme fire and explosion hazard. Some operations use a compressor or vacuum pump to remove contents from a cylinder.

Cargo Tanks

Transfer the excess product back into the bulk storage tanks immediately. Consult your manager or operations support staff personnel for specific instructions on how to transfer product back to the bulk storage tanks. Do not operate the truck on-highway with an overfilled cargo tank.

Customer Tank

Make immediate arrangements to pump out the overfilled tank using a liquid withdrawal connection and associated equipment. Or in some cases, it might be appropriate to vent the excess product through a flare stack if all necessary safety precautions are taken. Consult your manager or operations support staff personnel for specific instructions on how to transfer product out of the customer's tank. Some operations use a compressor or vacuum pump to remove contents from a tank.

As you see, it's much easier to prevent a tank or cylinder from being overfilled than to try to deal with one that is. Know the size and capacity of the containers you are filling and be in attendance during all filling activities. Pay close attention at all times during the transfer operation and stop the filling immediately when the maximum liquid level is achieved. Above all, never allow an overfilled container to remain in service, be proactive and take all precautions necessary to protect the safety of the customer.

NOVEMBER 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:** _____

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