



LAMPTON-LOVE, INC.

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Date: November 2, 2010
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – November 2010

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 2010. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Protect Yourself from Slips, Trips & Falls and Safe Attitudes) (2 pages)
2. Safety Meeting: (Roadside Emergencies) (1 page)

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 "2010 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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Safety Director

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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)

Protect Yourself from Slips, Trips and Falls

Helpful tips for keeping you on your feet

Wet floors, spills and excess clutter can mean disaster for employees in all kinds of different work settings, causing many every year to suffer lost pay and serious pain. Injuries caused by slips, trips, and falls range from sprained or strained muscles and joints, to broken bones and head injury. There are several precautions you should take to ensure your safety and the safety of your co-workers.

Floors

- Keep floors clean and dry at all times. Wet floors present a slip hazard and can promote the growth of infection-causing microbes like mold, fungi and bacteria.
- Remove all objects and clutter from aisles, exits and passageways.
- In the event that grease or oil spills on the kitchen floor, clean the mess immediately and alert your co-workers of the problem before they accidentally fall.
- Use floor or ceiling electrical plugs for power to avoid running a cord down a long hallway.
- Display warning signs to alert others of a wet floor.
- Use floor mats while surfaces are drying after cleaning to provide traction.
- Clean up spills immediately.
- In areas prone to slipping (toilet and shower areas), use a non-skid wax product to clean.
- While washing the floor, wear protective footwear to prevent falling.
- Keep an eye out for uneven floors, and fix them or notify someone who can immediately.

Other Recommendations

- Use strong ladders to reach as opposed to standing on small stools or boxes.
- Stretch out bulging carpets to prevent trips and falls.
- Use handrails while walking down stairs to prevent slipping when walking too fast.
- Repair broken light fixtures and replace bulbs for adequate visibility.

Always Stay Alert

Adopt a see it, sort it mentality. If you notice any situation that you think could present a slipping, tripping or falling hazard for you or a co-worker, act immediately to remedy it or notify your supervisor. You could be saving an unsuspecting victim lost pay and serious pain.

Safe Attitudes

Safety starts with a safe attitude. Attitudes can and generally do determine whether you will be safe and healthy or unsafe and injured. The dictionary says attitude is a feeling, a point of view based on a strongly held conviction. It's the way an individual or group of people think and believe. Attitude is a habit of thinking that often leads to a fixed way of acting. Attitudes can be strong, good, bad, or weak; and they can change. A good safety attitude will lead to good safety behavior. Do you have the proper attitude that will affect good safety practices?

Have you ever heard, or perhaps used the excuse, "The law of averages caught up with me" after an accident or injury? Many injuries and fatalities have occurred in all kinds of industries because someone overstepped their boundaries. They were too proud to take advantage of using the correct safety procedures and personal protective equipment (PPE). How many of the following "excuses" or shortcuts have you heard or used?

- I know what I'm doing
- It slows me down
- Accidents just happen
- It can't (or won't) happen to me
- Don't tell me what to do
- Safety is sissy stuff
- I've been doing this for years
- I've always done it this way

What causes these unsafe attitudes? It may be a worker who won't listen to instructions or doesn't like to follow directions. He or she may resent all authority. Perhaps it could even be the attitude that there is nothing new to learn. The problem with unsafe attitudes is they can lead to dangerous acts.

Some people seem to think they can ignore safety rules or standard operating procedures whenever it is not convenient to obey them. All safety rules or standard operating procedures apply to everyone and requires the involvement of everyone in the organization.

Many accidents result from doing something that is unsafe. Safety is the responsibility of all employees. It is important that all workers understand that they have the primary responsibility for their own safety. Practicing safe work habits is a positive step to preventing accidents and injury.

Safety benefits all. A positive attitude towards safety will pay off in countless ways. It could even save your life.

NOVEMBER 2010 SAFETY MEETING

Roadside Emergencies

Having to stop your Hazmat truck on the side of the road because of some type of emergency is probably not your idea of a good time-not mine either. However emergencies do happen and as a professional truck driver you must take the appropriate action to stop your vehicle at a safe location and minimize the risk to vehicles passing you. We will review some of the most important aspects of roadside emergencies in this safety meeting.

Make a list of hazards of having to stop a bobtail, oil truck or cylinder truck on the highway due to a roadside emergency. Make sure at least the following hazards are discussed:

- Truck contains hazardous material
- Parking spot is probably vulnerable to an accident
- Cannot control passing traffic
- Cannot control ignition sources
- Difficult area to perform repairs
- Impossible to control the total environment around the truck

When you are forced to park your vehicle alongside the roadway because of a breakdown or accident perform the following steps:

1. Activate your emergency flashers at the first sign of problems, Slow down.
2. Find a location well off the highway, if possible, to minimize the possibility of causing an accident.
3. Shut-off the engine.
4. Exit the vehicle (look out for traffic) and place wheel chocks behind and in front of a rear tire on the vehicle's passenger side.
5. Place the reflective warning triangles according to DOT requirements. You should carry 3 reflective triangles on your truck. Remember flame-producing flares are not allowed to be used.
6. Carefully inspect the vehicle for product leaks, repairs leaks if necessary.
7. In the event of an accident, assist injured people. Obtain information from other drivers, provide same to them. Do not discuss the accident with any person other than a law enforcement official.
8. Remain at the scene until released by a law enforcement official. From a safe distance, call your office from your cell phone to alert them of your problem. Keep away from traffic but remain with the vehicle until help arrives.
9. Do not stop for an accident if you are not involved unless your help is critically needed.

Roadside stops and emergencies are serious issues that deserve careful attention by the driver. When possible, pull off onto a side road and get as far as practical from the highway. Secure your truck and stay with it until help arrives. Constantly scan the area for signs of trouble and place yourself in a position to react to approaching hazards. Be familiar with your company's accident procedures and follow them carefully. And lastly, remember that a roadside stop, for whatever the reason, is not business-as-usual!

**NOVEMBER 2010
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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