



LAMPTON-LOVE, INC.

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
Mirror Lake Plaza
2829 Lakeland Drive, Suite 1505 • Jackson, Mississippi 39232
(601) 933-3400 • Fax (601) 933-3420

Date: November 8, 2011
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting –November 2011

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 November 2011. You may add topics, **but please document the following topics:**

1. News Briefs!!! (1. Violations and Enforcement, 2. Preventing Hypothermia)
2. Safety Meeting: (Cylinder Filling Operations)

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 "2011 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!!!

Gene Maddox
Safety Director
Lampton-Love, Inc.
Office: 800-647-2434 or 601-933-3416
Cell: 662-633-2755
E-mail: gmaddox@lamptonlove.com



PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

VIOLATIONS AND ENFORCEMENT

It is the task of PHMSA’s inspection and enforcement staff to improve compliance with the safety and training standards of the HMR by inspecting companies and individuals who offer hazardous materials for transportation or who manufacture, maintain, repair, recondition or test packages authorized for transporting hazardous materials.

The following table shows a report of recent violations and fines published by PHMSA.

Hospital	◆ Offered regulated medical waste, 6.2 in unauthorized inner plastic film bags that were not closed as required and that failed to meet required ASTM standards	\$6,300
Shipper	◆ Failed to create and retain training records, ◆ Failed to develop and adhere to a security plan, ◆ Failed to register with PHMSA, and ◆ Offered helium, compressed, 2.2, accompanied by a shipping paper that listed an emergency response telephone number for a company that had not accepted responsibility for providing detailed information about the material.	\$7,800
Shipper	◆ Offered and transported ammonium nitrate, 5.1, in unauthorized non-UN standard plastic bags, ◆ Failed to develop and adhere to a security plan and provide security training, ◆ Failed to provide recurrent hazmat training, ◆ Failed to retain shipping papers for a minimum of two years after the hazardous material is accepted by the initial carrier, ◆ Offered and transported ammonium nitrate, 5.1, accompanied by a shipping paper that failed to provide the proper shipping name for the material and indicate the basic hazardous material shipping description in the required sequence, and ◆ Offered and transported ammonium nitrate, 5.1, in non-bulk packagings that were not marked with the proper shipping name and identification number for the material.	\$12,000
Laboratory	◆ Offered adhesive, flammable liquid, in unauthorized non-DOT specification, non-UN standard open-head 5-gallon plastic pails, ◆ Offered adhesive, flammable liquid, accompanied by a shipping paper that failed to provide a shipper’s certification, and ◆ Offered adhesive and methyl ethyl ketone, flammable liquids, accompanied by shipping papers that failed to provide the shopping descriptions in proper sequence.	\$3,000
Carrier	◆ Offered and transported in commerce propane, 2.1, UN1075, in a non-DOT/UN standard storage tank charged to more than five percent of its water capacity, ◆ Transported liquefied petroleum gas, 2.1, accompanied by shipping that provided a non-working emergency response telephone number ◆ Failed to develop and adhere to a security plan, and ◆ Failed to provide general awareness, function-specific, safety, and security awareness training.	\$12,000
Shipper	◆ Offered propane, 2.1, while failing to declare the material as hazardous on a shipping paper, failing to mark the package as required, and	\$5,000

	failing to label the package with the appropriate hazardous material warning label, ◆ Offered propane, 2.1, in unauthorized non-DOT specification cylinders, and ◆ Failed to provide general awareness, function-specific, and safety training.	
Shipper	◆ Offered misclassified hazardous material in unauthorized non-UN standard combination packages, ◆ Offered hydrochloric acid solution, 8, in UN-standard combination packages that were not closed in accordance with the manufacturer's closure notification, ◆ Failed to provide function-specific and security awareness training, and ◆ Offered compound cleaning liquid, 8, accompanied by a shipping paper that failed to provide the proper shipping description for the material and in a packaging that was not properly labeled and marked with the proper shipping name and identification number for the material.	\$13,600

Preventing Hypothermia

Winter is coming and the temperatures outside are starting to slide. Besides the general frustration of it all, there is serious hazard associated with being outside in the winter – hypothermia.

Hypothermia is a lowering of the body's core temperature, commonly caused by getting wet and chilled. As the body temperature drops, damage to the vital organs such as the brain can occur.

These are some symptoms of hypothermia: Chills, shivering, confusion, loss of coordination, inability to speak clearly and irrational behavior. The victim can lose consciousness, indicating a serious case of hypothermia.

The way to prevent hypothermia is to stay warm and dry:

Dress warmly but wear layers so you can take clothing off as conditions change. Too much clothing can make you sweaty, setting the stage for chills.

Keep your head covered because a significant amount of body heat can be lost from the head. If you need a hardhat liner for warmth in the winter, make sure it is approved for use with your hardhat so it does not interfere with protection.

The combination of wet and cold is particularly dangerous, so carry extra clothing including socks and gloves if there is any chance yours will get wet.

Falling into water can be quickly fatal in winter. Even in summer, hypothermia can occur after immersion in cold water.

Keep moving when you are outdoors in cold weather. Head for some place warm and dry for your rest breaks.

Be aware of the symptoms of hypothermia and watch for them in yourself and your co-workers. If symptoms develop, get to a warm and dry place right away. Call for medical help immediately if symptoms are serious.

NOVEMBER 2011 SAFETY MEETING

Cylinder Filling Operations

With winter approaching we will be filling a lot of portable cylinders; it is a must that these cylinders be inspected, and then filled properly.

Safely inspecting and filling cylinders is an important job that requires specific procedures. Customers are often not aware of inspection and filling requirements. The safety of yourself, the customer, and the public should not be compromised. You have no control of the cylinder before it is transported to your facility and no control after it leaves. You must use reasonable care in your handling of the cylinder while it is in your care.

- ◆ Cylinders less than 200 pounds water capacity and subject to DOT jurisdiction must be filled by weight. Check NFPA 58 or DOT for any exceptions.
- ◆ Locate the water capacity and tare weight stamped on the cylinder on its protective collar.
- ◆ Convert the water capacity to propane capacity by using a conversion table or chart. If you do not have a table or chart use the following formula: $w.c. (lbs) \times .42 = \text{propane capacity (lbs)}$.
- ◆ Add the tare weight and the propane capacity together.
- ◆ Add the weight of the hose and nozzle to the sum of the tare weight and propane capacity.
- ◆ Set your scales to the cylinder's total filled weight.
- ◆ Use your company policy and guidelines for the steps to fill the cylinder using the installed equipment at your dispensing station.
- ◆ After filling the cylinder, check the weight of the filled cylinder. If overfilled, bleed off excess propane in a safe location.
- ◆ For cylinders 45lbs. or less, install a protective cap or a POL plug if the cylinder is equipped with a POL service valve.
- ◆ Cylinders 100 lbs. or less must have the consumer information/warning label.

Cylinder labeling is required by NFPA 58, DOT and OSHA. DOT cylinders used to transport propane must be clearly and durably marked with the proper shipping name and hazard class. A consumer information warning label must be present. The label must include information on the potential hazards of propane. Apply a new label if one is not present or legible. If you have any question regarding the legibility or completeness of the warning label that is on the cylinder, place a new label on the cylinder.

Prior to filling the cylinder, notice how it will be transported. Cylinders placed in a vehicle must be secured against movement. Closed bodied vehicles such as passenger cars and vans are limited to a maximum of 90 lbs. of LP Gas with no single container having a capacity of more than 45 lbs. NFPA 58 allows for up to four 20 lb. grill cylinders, up to three 30lb. cylinders, and up to two 40 lb cylinders. "Cylinders of 2 ½ lbs water capacity (1 lb propane capacity) or more must be positioned so that each cylinder's pressure relief valve is in direct communication with the vapor space at all times." All cylinders and appurtenances are determined to be leak free.

Filling cylinders is one of the most common operations you perform; because it is a routine task, we sometimes short-cut or forget the safety hazards. Fill all cylinders per code and standard operating procedures.

Attached you will find a Cylinder Filling Check List that APGA created. Companies may want to consider using this form when filling cylinders.

EXAMPLE OF AN ALUMINUM CYLINDER

Convert water capacity to propane capacity
Plus tare weight and hose/nozzle weight
Correct weight to set your scales

$80 \text{ lbs. w.c.} \times .42 = 33.6 \text{ lbs. propane}$
 $33 \text{ lbs} + 24.4 \text{ lbs.} + 5 \text{ lbs} = 63 \text{ lbs.}$
63 lbs.

Cylinder Filling Check List

Items must be checked and/or performed before filling cylinder:

- ◆ Cylinder has only been used in propane service
- ◆ Cylinder is clearly marked and labeled
- ◆ Cylinder requalification date is still valid
- ◆ Cylinder is free of serious dents, leaks, cracks, bulging, defective valves, evidence of physical abuse, fire or heat damage, excessive rusting or corrosion, damage to valves and foot rings
- ◆ Valves are protected with a cap or collar
- ◆ Valve outlet was capped or plugged
- ◆ Cylinder was placed in the vehicle and secured against movement (closed bodied vehicles such as passenger cars and vans are limited to a maximum of 90 lbs. of LP Gas with no single container having a capacity of more than 45 lbs.)
- ◆ Pressure relief valve communicates directly with the vapor space of the container

NOVEMBER 2011
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
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Jackson, MS. 39215-1607
Fax #: 601-933-3420