



LAMPTON-LOVE, INC.

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Date: October 1, 2008
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – October 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 October 2008. You may add topics, **but please document the following topics:**

1. News Briefs!!! (3 pages)
2. Leak and Pressure Test Procedures (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)

Safety Colors have Meaning

For conveying a message quickly, sign, label, or tag color is just as important as the text. Because certain colors have been associated with specific messages, using those same colors makes it all the more consistent and efficient. In the past, individual companies used their own color schemes, but this practice resulted in a lack of uniformity, caused confusion, and increased accidents. Specific colors are now assigned to certain situations to make warnings uniform and easily identifiable.

OSHA Colors:

OSHA regulation, 29 CFR 1910.144, Safety Color Code for Marking Physical Hazards, goes over the need for red and yellow:

<u>OSHA Color:</u>	<u>Hazard/Message Identified:</u>
Red	• Fire protection equipment and apparatus • Danger • Flammable liquids • Stop
Yellow	• Physical hazards, i.e., striking against, stumbling, falling, tripping, and “caught in between”

OSHA regulation, 29 CFR 1910.145, Specification for Accident Prevention Signs and Tags, as well as other regulations, call for signs and symbols to use certain color schemes:

<u>OSHA Marking:</u>	<u>OSHA Color:</u>	<u>Hazard/Message Identified:</u>
Danger Sign	Red, Black, and White	Immediate danger and that special precautions are necessary
Caution Sign	Yellow and Black	Potential hazard or caution against unsafe act
Safety Instruction Sign	White and Green	General instructions/suggestions relative to safety measures
Biohazard Sign	Orange-Red and contrasting color	Presence of a biohazard
Radiation Caution Symbol	Magenta or Purple and Yellow	High radiation area, airborne radioactivity area, or radioactive material

Exit Sign	Distinctive Color	Exit
Slow-Moving Vehicle Emblem	Fluorescent Yellow-Orange triangle and reflective dark red border	Slow-moving vehicle

ANSI Colors:

Where OSHA falls short, safety professionals have referred to ANSI Z535.1-1998, Safety Color Code, for their color choices. Those colors are provided below:

<u>OSHA Color:</u>	<u>Hazard/Message Identified:</u>
Red	• Fire protection equipment • Danger • Flammable liquids • Stop and emergency stop
Orange	• Warning • Machine parts that may cause injury • Exposed parts
Yellow	• Potential hazards • Caution against unsafe acts • Physical hazards, i.e., striking against, stumbling, falling, tripping and caught in between • Flammable materials storage • Corrosives • Instability • Traffic designation • Housekeeping mark
Green	• Safety equipment • First-aid • Evacuation routes
Blue	• Safety information • Personal protection equipment • Notice
Black or White	• Traffic designation • Housekeeping mark

It should be noted that ANSI Z535.1-2002 and later editions no longer contain the safety color meanings which appeared in the 1998 and earlier editions.

Safety Color Training:

Once you've applied the safety color standards, you may want to train your employees in the different colors and their meanings. In this way, your employees may be able to take certain safety colors more seriously than others, and they may be able to identify a hazard more quickly.

October 2008 Safety Meeting

Leak and Pressure Test Procedures

As we all know this is the time of year that we get really busy and sometimes when we get really busy we tend to take short cuts, so in this safety meeting we want to review our Leak and Pressure Test Procedures. The following procedures explain when we are to perform a leak test and when to perform a pressure test, plus give us instructions as to performing each test.

SUGGESTED PROCEDURES for LEAK CHECKING

A leak check shall be performed immediately after the gas is turned on into a new system or into a system that has been initially restored after an interruption of service. The check can be performed using propane gas as the pressure source.

- Shut off gas at container
- Ensure that appliance equipment shutoff valves are open allowing gas to flow to the appliance controls.
- The equipment shutoff valve shall be placed in the **on** position for appliance equipped with a 100% pilot shutoff valve. Appliances not equipped with a 100% pilot shutoff valve and all manual gas valves not equipped with safety shutoff systems shall be placed in the **off** position prior to the leak check.
- Determine gauging device (high pressure block test, low pressure gauge/manometer or 30 lb. Test gauge).
- If using the **high pressure block test**, insert or attach the pressure gauge between the container shutoff valve and the first regulator in the system.
 - Open the container shutoff valve to admit full container pressure to the system
 - Close the container shutoff valve.
 - Release enough pressure so that the system pressure is lowered by 10 psi.
- If using a **low pressure (ounce) gauge or a water manometer**, insert or attach the device into the system downstream of the final system regulator.
 - Open the container shutoff valve to admit full container pressure to the system
 - Close the container shutoff valve.
 - Release enough pressure from the system to drop the system pressure to 9 in. w.c. + or ½ in. w.c.
- If using a **30 psi pressure gauge**, insert or attach the device into system downstream of the first stage regulator.
 - Open the container shutoff valve to admit normal operation pressure to the system.
 - Close the container shutoff valve.
 - Release enough pressure from the system to lower the pressure gauge reading by 5 psi.
- Allow the system to stand for a minimum of 3 minutes without showing an increase or a decrease in the pressure gauge reading.
- If a pressure drop on the gauge is noted, the source of the leak shall be determined and repaired and the leak check must be repeated.
- If a pressure increase on the gauge is noted, the container shutoff valve is leaking. You must repair the leak (repair or replace the valve) and repeat the leak check.
- Upon completion of a successful leak check, record in writing on a service order or company approved document the beginning and ending pressure as well as the amount of time pressure was held. If a leak is detected, document the exact location in the system.
- After properly documenting a successful leak check, it is the responsibility of the technician to light all pilot lights on the gas burning appliances and ensure that main burners are properly adjusted.

SUGGESTED PROCEDURES for PRESSURE TESTING

A pressure test shall be performed before any connections are made to the container, regulators, and/or appliance. The following procedures shall be performed on a system of new piping or newly installed branch piping. The test shall be performed using air, nitrogen, carbon dioxide or an inert gas. **Oxygen shall never be used. Propane gas is not permitted as a pressure source for a pressure test.**

- A visual inspection shall be performed on the piping system to ensure compliance with the requirements of NFPA 54 in regards to design, installation, fabrication, and materials utilized.
- Disconnect all gas burning appliances. To do this, remove the appliance connector(s) and the equipment shutoff valve(s) from the piping system and cap those pipe openings.
- Select proper pressure measuring device. When using a pressure gauge, code requires the test gauge scale be no greater than 5 times the test pressure. The test pressure to be used shall be no less than 1½ times the proposed maximum working pressure but not less than 3 psi, irrespective of design pressure. (Example: for a 3 psi test, the scale shall be no greater than a 0-15 psi gauge. For a 15 psi test, the scale shall be no greater than a 0-75 psi gauge.)
- Attach pressure measuring device at the point in the piping system requiring the pressure test.
- Pressurize system with air, nitrogen, carbon dioxide or an inert gas.
- You **must** hold test pressure for a minimum of 10 minutes.
- If system **does not** hold test pressure for a minimum of 10 minutes, locate and repair leak(s) and repeat pressure test.
- When the system holds the test pressure for a minimum of 10 minutes, record in writing, on a service order or company approved document, the beginning and ending test pressure as well as the amount of time pressure was held.
- After properly documenting the test results, you must uncap the gas lines, install valves on each line that will be connected to an appliance, install appliance connectors and then perform a leak check of the entire system including the newly installed valves, appliance connectors, regulators and tank connector.

OCTOBER 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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