



LAMPTON-LOVE, INC.

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Date: October 1, 2009
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – October 2009

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 2009. You may add topics, **but please document the following topics:**

1. News Briefs!!! (The Importance of Labeling & Utility Knife Safety) (2 pages)
2. Personal Protective Equipment (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 “2009 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)

The Importance of Labeling

Each year when federal statistics are released, violations of OSHA’s Hazard Communications Standard are among the top 10 safety citations issued to general industry. With more than 4,000 violations issued each year, OSHA continues to make it clear that having a dusty, nearly empty binder of material safety data sheets wedged on the top shelf of someone’s office is not enough. One of the facets of a complete hazard communication program is establishing a process for container labeling. Like the dusty binder on the top shelf, a container with a piece of curled masking tape that has something written in smudged ink is not going to satisfy a compliance officer.

Because all facilities are different and because hazard communication is a performance-based standard, OSHA does not specify what a label must look like, but it does need to be **legible**, in **English**, and **“prominently” displayed** on the container. In Appendix E of the Hazard Communication Standard, OSHA advises, “the primary information to be obtained from an OSHA-required label is an identity for the material and appropriate hazard warnings.” The identity may be a common or trade name or the actual chemical name. Hazard warnings on containers may be words, pictures, symbols, numeric representations, or a combination of these.

Chemicals are commonly transferred from drums or bulk containers into smaller, more portable containers to be used by employees. Unless the chemical dispensed will immediately be used by the employee who dispensed it, the portable container also must be properly labeled. Employees at your facility should be designated the responsibility of ensuring containers are properly labeled.

Training is also a requirement of the Hazard Communication Standard. A properly educated employee will know that all containers need to be labeled, what that label means to him, how to properly protect himself from hazards, and where to find material safety data sheets and additional information.

UTILITY KNIFE SAFETY

Utility knives are a handy tool used in many different jobs. Usually a utility knife consists of a handle with a retractable razor blade. Because of the frequent use, injuries caused by utility knives are a common occurrence.

Hazardous to your health

The greatest hazard from using a utility knife is getting cut. This happens because of the following reasons:

- The blade is not retracted following use and the user forgets that.
- The knife slips off the material being cut. This can occur because of improper force (too little or too much) being applied to the material being cut.
- The material shifts while being cut and the blade injures the user.
- The razor blade breaks and strikes the worker. This sometimes happens when the razor blade is dull and the user has to exert excessive force to cut the material.
- The worker cuts towards his or her body and is injured when the blade slips or breaks.
- The user is not watching the blade when performing the cut and is injured when it strikes some part of his or her body.
- The worker is cut while changing out a dull or broken blade.

How to avoid being injured

What can you do to prevent being injured while using a utility knife? Follow these basic rules when using a utility knife:

- Retract the razor blade into the handle when not using the knife.
- Replace the razor blade when it becomes dull or broken.
- Make sure the material being cut is held securely so it can't shift or move.
- Concentrate on the material to be cut and watch the blade at all times.
- Apply a consistent, firm (but not excessive) pressure while performing the cut.
- Never cut toward your body. Cut across your body or away from your body, rather than towards it.
- Be careful when changing dull or damaged blades.
- Dispose of blades in a safe manner. Put them in a metal container if possible.

OCTOBER 2009 SAFETY MEETING PERSONAL PROTECTIVE EQUIPMENT (PPE)

The worker who always wears the proper personal protective equipment demonstrates good safety behavior and a good safety attitude. Using personal protective equipment (PPE) requires hazard awareness and knowledge of the equipment's purpose, limitations, proper fit and maintenance.

OSHA in 29 Code of Federal Regulations (CFR) requires the use of personal protective equipment during operations that present the risk of injury to employees when that risk cannot be eliminated by engineering or process procedures. Under OSHA regulations, the employer is responsible for:

- ❖ Determining the use and selection of PPE;
- ❖ Training employees in the proper use and care of PPE;
- ❖ Documenting the use and employee training of PPE;

The most commonly used PPE is designed to protect the hands and eyes. Your company may require the use of additional PPE. Always follow your company's standard operating procedures regarding the use of PPE.

Hand Protection

Proper hand protection requires wearing gloves that are suitable for the task that is being performed. Do not think that one pair of gloves will suffice for all tasks. During propane transfer operations, a suitable vinyl or comparable glove should be used. Proper fit is important. Gloves should not be overly tight-fitting and should be easy to remove if they become filled or saturated with liquid propane. Mechanic's gloves are useful in certain situations for improved dexterity. Gloves should not be worn around moving machinery where there is a possibility of getting caught and your hands being pulled into moving parts.

Eye Protection

Eye protection cannot be overemphasized. Most companies provide and require such protection for certain types of work. The use of approved safety glasses, goggles, or a face shield can minimize risks. Purchase this equipment from reputable sources. Don't take chances on poor quality equipment.

Foot Protection

Foot injuries can occur from a variety of tasks. Any work operation that can injure a foot requires the wearing of appropriate footwear. Safety shoes may be required for propane cylinder delivery personnel and service techs since they provide protection when handling heavy cylinder, equipment and materials. Tennis shoes and flip flops are not recommended.

Head Protection

Head protection is mandatory in a number of propane companies. Hard hats may be mandatory when making deliveries at construction sites. They should be used when a worker is exposed to the possibility of being hit on the head with a falling object or where a worker could be hit by a swinging object.

Hearing Protection

Noise levels above 85 decibels can damage hearing. Two types of hearing protections are earplugs and acoustical earmuffs. Hearing protection is needed when noise makes it difficult to communicate verbally with other workers or when steady or impulse noises louder than 85 decibels occur. If you have to raise your voice to be heard by someone less than two feet away, you and other workers in the area need hearing protection.

Work Clothing

Company standard operating procedures (SOPs) vary with regard to work clothes. In some situations and work environments, selection of work clothing is an important safety matter, especially when working around flammable liquids and gases.

- ❖ Clothing made of natural fiber such as cotton or wool may provide more protection in the event of fire than do non-flame retardant synthetic fibers;
- ❖ Long-sleeved shirts and jackets provide more protection than short-sleeved;
- ❖ Some manufacturers sew warning labels into their outerwear to identify fabrics not considered suitable for work around flammables.
- ❖ Some companies require transport drivers to wear flame-retardant jumpsuits when making product transfers within their facilities.

If you ask and answer the following questions or use statements like these several times a week, your safety attitude may be alive and well:

- ❖ Can we make this job safer?
- ❖ How can someone be injured here?
- ❖ Stop! Go get the right tool.
- ❖ This stuff is a pain to wear, but without it, there's no other protection.
- ❖ I wear these glasses all the time, just so that I don't forget.

Ultimately, your actions will define your safety attitude. But both words and actions have an effect on your safety attitude and that can affect the safety attitude of those around you –even your own family.

OCTOBER 2009

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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