



LAMPTON-LOVE, INC.

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Date: October 6, 2010
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – October 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 October 2010. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Distracted Driving & Preventing Falls from Vehicles) (1 page)
2. Safety Meeting: (Scheduled Testing of Low Pressure Gauges) (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 "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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PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

Distracted Driving

According to the National Highway Traffic Safety Administration (NHTSA), in 2008, nearly 6,000 people were killed in crashes in which distracted or inattentive driving was a factor. These numbers may be under reported because distracted driving data is difficult to collect.

Most of the recent attention has been focused on texting and driving, but other possible distractions include talking on the cell phone (both handheld and hands-free), eating, adjusting the radio, using the CD player, or talking to passengers.

States are reacting quickly to driver distraction – 30 have banned texting for all drivers. As more data and research become available, you can expect states to continue to act to regulate texting and cell phone use while driving. (For a full list of state laws regulating texting and cell phone use while driving, visit www.ghsa.org/html/stateinfo/laws/cellphone_laws.html)

When it comes to texting and driving, it can wait

Preventing Falls from Vehicles

Truck drivers and delivery people are exposed to a number of traffic-related hazards every workday. One hazard that may not be apparent is the risk of injury when falling from a vehicle.

The Washington State Department of Labor and Industries reports drivers are most commonly injured by falling either from the cab or from beds of trucks while loading, unloading or restraining loads. Taking care while entering and exiting trucks can go a long way towards preventing falls.

To help reduce the risk of falls from vehicles, Washington L & I recommends the following:

- ❖ When entering or exiting a vehicle, use the three-point rule commonly applied to ladders: Have at least one foot and two hands or both feet and one hand in contact with the vehicle at all times.
- ❖ Always use the mounting handles and stepping surfaces designed for entering and exiting. These surfaces assist with balance and provide a non-slip surface.
- ❖ When working near the edge of a truck bed, always face toward the edge so you are aware of your clearance.
- ❖ Wear slip-resistant shoes to provide extra traction, and be certain shoes are free from mud, ice, oil, or other slippery substances before entering or exiting the vehicle.

OCTOBER 2010 SAFETY MEETING

Scheduled Testing of Low Pressure Test Gauges

For those of you which opt to use a low pressure test gauge instead of a water manometer for performing Leak Checks, Regulator Flow and Lockup Test must follow the manufactures recommendations of checking and calibrating these gauges with a water manometer. Below are instructions from the manufacture that will enable you to perform this procedure and a Monthly Schedule that you can use to document your test and calibration each month.

Installation, usage and maintenance of this product must be in compliance with all Engineered Controls International, Inc. instructions as well as requirements and provisions of NFPA #54, NFPA #58, DOT, ANSI, ASME, all applicable federal, state, provincial and local standards, codes, regulations and laws.

Inspection, maintenance and calibration on a periodic basis are essential, and should be performed only by qualified personnel.

Be sure all instructions are read and understood before installation, operation, and maintenance.

The 2434A Low Pressure Test Set is designed to check for pressure loss due to leaks or line restrictions and proper adjustment of delivery pressure at appliances and regulator lock-up. This set should be used down-stream of the single stage or second stage regulator, and upstream of appliance regulators and controls. The unit must be calibrated frequently with an actual water manometer to insure accurate readings.

The 2434A Low Pressure Test Set uses a spring loaded gauge that will need to be recalibrated on a frequent basis. This is done by comparing the gauge readings to those of an actual water manometer.

To recalibrate the gauge, first remove it from the case. Next, remove the two screws in the back of the gauge case and remove the plastic gauge face cover by unscrewing it counterclockwise. The gauge mechanism can be carefully removed from the casing to provide easy access to the calibrating screw located behind the dial. Set the calibrating screw while comparing readings with the water manometer readings. Once calibrated, the gauge can be reassembled and set back into the case.

Note: It is extremely important that recalibration be done on a frequent basis to assure accurate testing and adjustment of the regulator delivery and lock-up pressure.

LOW PRESSURE TEST GAUGE

MONTHLY TEST SCHEDULE

BRANCH: _____

MONTH	Date of Test #1 Gauge	Date of Test #2 Gauge	Date of Test #3 Gauge	Signature of Person Performing Test
January				
February				
March				
April				
May				
June				
July				
August				
September				
October				
November				
December				

OCTOBER 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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