



LAMPTON-LOVE, INC.

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Date: October 7, 2012
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – October 2012

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 the Monthly Safety Meeting Minutes and Attendance Record, fill out and e-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 October 2012. You may add topics, **but please document the following topics:**

1. News Briefs!!! (When to Replace LP Gas Regulators)
2. Safety Meeting: (Distracted Driving)

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 the last 12 months of the Safety Meeting Minutes and Attendance Record Form!!! This material may be referred to or used to train new employees from the website. 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!!!



PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

WHEN TO REPLACE LP GAS REGULATORS

The Question of Regulator Age

How long should a typical LP-Gas regulator last? This is a frequently asked question, and it's impossible to have an accurate answer to it. There are just too many variables, things like climatic conditions, air pollution, and the possibility of contaminants in the LP-Gas. These factors and others play a major role in determining the service life of a regulator.

It is not recommended to keep regulators in service over 15 years. Admittedly this is a rule-of-thumb recommendation, but in past experience the majority of regulator failures happen in units over 15 years old. Replacing older units is probably the biggest single step that can be taken in helping to reduce accidents associated with LP-Gas regulators.

To be sure, the 15-year old regulator may have a number of years of life left it. But exactly how many more years of service is it capable of giving? It's impossible for anyone to say for certain how much longer an older regulator will continue to work without causing problems.

Waiting until a regulator wears out and malfunctions before replacing it runs the risk of allowing an accident to take place. With something as important as an LP-Gas installation, preventive maintenance is a necessity for continued safety.

Below are Regulator Date Codes for Fisher and Rego Regulators. On Fisher regulators the actual date is stamped on the regulator. If there is a code on the Fisher regulator, it is over 15 years old.

The Fisher regulator's date of manufacture is usually stamped on one of three places; the closing cap, the spring case, or the bottom of the body. If you can't be sure of the date or if a date code of some sort has been used, the regulator is over 15 years old and should be replaced.

Determining the Age of Products

All REGO® products are mechanical devices that will eventually become inoperative due to wear, contaminants, corrosion and aging of components made of material such as metal and rubber.

The environment and conditions of use will determine the safe service life of these products. Periodic inspection and maintenance are essential.

Because REGO® products have a long and proven record of quality and service, LP-Gas dealers may forget the hazards that can occur because products are used beyond their safe service life.

The life of a product is determined by the environment in which it "lives." The LP-Gas dealer knows better than anyone what this environment is.

Since 1960, most REGO® products are identified with an alphabetical code indicating the month and the year they were manufactured.

Check the product for this code to determine age. If valves or regulators are repainted, take care to keep the date code clear for later identification and inspection.

1960 to 1985 — Two-Letter Date Code

First letter in date code is the month

A — January	G — July
B — February	H — August
C — March	I — September
D — April	J — October
E — May	K — November
F — June	L — December

Relief valves used on ASME tanks carry a numerical code indicating month and year such as 1-75 means January, 1975.

Second letter in date code is the year

R — 1960	A — 1969	J — 1978
S — 1961	B — 1970	K — 1979
T — 1962	C — 1971	L — 1980
U — 1963	D — 1972	M — 1981
V — 1964	E — 1973	N — 1982
W — 1965	F — 1974	O — 1983
X — 1966	G — 1975	P — 1984
Y — 1967	H — 1976	Q — 1985
Z — 1968	I — 1977	

EXAMPLE: DL = April of 1980

From 1985 to 1990 — Digit Date Code

First digit in date code is the month

1 — January	7 — July
2 — February	8 — August
3 — March	9 — September
4 — April	10 — October
5 — May	11 — November
6 — June	12 — December

Second 2 digits in date code are the year

86 — 1986	89 — 1989
87 — 1987	90 — 1990
88 — 1988	

EXAMPLE: 5-87 = May of 1987

After 1990 — Digit-Letter-Digit Date Code

First digit in date code is the month

1 — January	7 — July
2 — February	8 — August
3 — March	9 — September
4 — April	10 — October
5 — May	11 — November
6 — June	12 — December

Letter in date code is the week

A — 1 st week
B — 2 nd week
C — 3 rd week
D — 4 th week
E — 5 th week

Second 2 digits in date code are the year

91 — 1991	97 — 1997
92 — 1992	98 — 1998
93 — 1993	99 — 1999
94 — 1994	00 — 2000
95 — 1995	01 — 2001
96 — 1996	02 — 2002
03 — 2003	etcetera. . .

EXAMPLE: 6A92 = First week of June, 1992

Regulator Color Coding

REGO® Domestic first stage, second stage, single stage, and integral

twin stage LP-Gas regulators are easy to identify. In addition to the standard part number marking which indicates the proper application,

each regulator is color coded to help minimize misapplication in the field that can lead to accidents and costly service callbacks. The color coding system is standard on all 404, LV404, 2302, LV2302, 2403, 2503, LV4403, and LV5503 series domestic LP-Gas regulators manufactured after May of 1986.

Classic Gold — Indicates a single stage regulator that is designed to be used alone in single stage systems.

Brilliant Red — Denotes a first stage high pressure regulator, normally used in two-stage applications in conjunction with a select brown second stage regulator.

Select Brown — Signifies second stage low pressure regulators, designed for use in two-stage systems in conjunction with a brilliant red high pressure regulator — also signifies integral twin stage regulators designed to provide benefits of two-stage regulation in one compact unit.

Select Blue — Indicates a second stage 2 PSIG delivery pressure regulator and a line pressure regulator downstream to reduce 2 PSIG to appliance pressure

Green — High pressure pounds to pounds anhydrous ammonia regulator.

OCTOBER 2012 SAFETY MEETING

Distracted Driving

Driving down the road is no longer a lonely, quiet experience. With cell phones, radios and two-way radios, the interior of your truck is no longer an environment to focus solely on driving. However, as a professional driver you must be in control of your truck at all times and be fully alert, ready to react instantly to any hazard you're confronted with. One of the biggest distractions that the DOT has identified is the use of cell phones. **Please remember that the DOT has banned texting and the use of hand-held cell phones while driving a commercial motor vehicle (CMV).**

Keep in mind that the DOT and our company have extremely high expectations on how we conduct our activities while operating a CMV. Have you ever been driving down the road and suddenly you notice you don't remember the last few miles you traveled? This is an example of distracted driving. Lapses of attention for even a split-second can make you instantly vulnerable to an accident.

The following rules can help you concentrate on what you should be doing...driving.

- ◆ **NEVER** text while driving.
- ◆ **NEVER** use a hand-held cell phone while driving.
- ◆ **NEVER** reach down while driving to pick up anything on the floor board.
- ◆ **NEVER** read (except, of course, traffic signs) or write anything while driving.
- ◆ Get plenty of high quality rest during your off hours.
- ◆ Wear your seat belt at all times.
- ◆ If you use the radio, set it to a station and leave it there until you stop again.
- ◆ Scan the road ahead and behind you frequently, this activity keeps you focused on driving.
- ◆ Anticipate the actions of other drivers and pedestrians and drive defensively.
- ◆ Keep a safe distance from other drivers by maintaining a safety "cushion" around your truck.
- ◆ If you must talk on a hand-held cell phone pull off the road and stop at a safe location before doing so.

The Federal Motor Carrier Safety Administration (FMCSA) says that "No driver should operate a motor vehicle while the driver's ability or alertness is so impaired, or so likely to become impaired, through fatigue as to make it unsafe to operate the motor vehicle." Distracted driving has been identified by the DOT as having hazards comparable to driving while under the influence of drugs or alcohol. These similarities are startling to the average person but it does remind us how serious this matter is. Technically, the use of "hands-free" cell phone technology is permitted, but keep in mind that a driver is also distracted while talking on these "hands-free" devices. In a "nutshell" any activity you perform inside your truck that does not involve driving should be considered a distraction! There's way too much at risk for you to drive any vehicle while distracted.

While we're on this topic, it might be a good idea to consider the risks of distracted driving in your personal vehicle and with your family. Share this safety meeting with your family too!

OCTOBER 2012
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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