



LAMPTON-LOVE, INC.

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Date: October 4, 2013
To: All Branch Managers
From: Gene Maddox *GM*
Subject: Branch Office Monthly Safety Meeting – October 2013

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 2013. You may add topics, **but please document the following topics:**

1. News Briefs!!! (SURPRISE – Safe Driving Topic)
2. Safety Meeting: (DOT Security Plan)

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)

SURPRISE!!!! Safe Driving Topic

Surprise birthday parties, surprise tax refunds, surprise visits from friends or family can all be very positive experiences. Surprises on the road most of the time are not fun and many times are downright dangerous. Driving is one of those jobs that demands 100% of our attention 100% of the time in order to do it safely. That is a tall order because, honestly, driving can be downright boring, especially on long-distance interstate runs. Sometimes our attention is compromised by things other than driving: families, finances, kids, hobbies, and even scenery invade our minds and divert our thoughts from our driving. We then get abruptly reminded and our thoughts refocused by one of the on-the-road surprises. If you find yourself dealing frequently with surprises behind the wheel it is a pretty good indicator that you don't have your “head in the game” and you need to get rid of those things that are robbing you of your concentration on driving.

Fatigue can be a reason for surprises. Being tired robs you of concentration and makes you much more susceptible to unexpected actions of others, traffic and road conditions. Driving too far and too long also increases fatigue and decreases awareness. Take frequent breaks, especially on long runs, and if you get sleepy, stop at the next safe place and take a break, a nap or a longer break. You may be able to drive if you are tired, but if you try to drive when you are sleepy, you are at risk for an accident. Getting proper rest before you start your trip, taking frequent breaks, eating smaller and more frequent meals, and keeping fresh air circulating in the cab can all help control fatigue.

Schedules, deadlines and appointments can create distractions when you allow your thoughts to concentrate on them instead of your driving. Proper trip planning, leaving on time and safe steady driving will relieve a lot of the anxiety, stress and surprises created by schedules.

Equipment problems can rob you of attention to your driving. Noises, odors, and handling problems can cause you to think more about the equipment and what “might” happen than your driving. Good pre-trip inspections, en-route inspections, and solid detailed end-of-trip inspections will keep the equipment in good shape and off your mind.

Distracted driving is the leading cause of traffic crashes in this country. As much as 25% of all collisions are either caused or have as a contributing factor distracted driving. Cell phones, I-phones, I-pads, when used while driving destroy your concentration on driving, are illegal in almost every jurisdiction, and increase your liability should you be involved in a crash. It will increase your “surprise factor” by at least 100%. Turn the device off or put it where it is not even accessible to you when driving, and under no circumstances should you drive while talking on the phone or receiving or sending text messages on any of the electronic devices. Beware of GPS devices they can be as distracting as the other electronics. Keep in mind that distracted driving is defined as anything that takes your mind off your driving, your eye off the road, or hands off the wheel.

Other causes that might lead to surprises are eating or drinking while **d**riving. The solution, don't do it! Get out of the vehicle and take a break if you are going to eat. If you want coffee or other drinks in the vehicle, invest in a good quality travel mug or **c**ontainer and use it. Maps or printed directions should be used only after you pull off to a safe **p**lace to read them.

If you can minimize the surprises you will be a safer driver and have **c**onsiderably less stress in your life and on your trip.

OCTOBER 2013 SAFETY MEETING

DOT Security Plan

Since the tragic events of 9/11, The Department of Homeland Security and the DOT have a new meaning for everyone. As you are probably already aware, the DOT has developed regulations that require all propane operations to create a Security Plan specific to their location and various identified risks. The requirements of your Security Plan must be very specific and all employees must have a good working knowledge of the Plan along with his or her duties. The purpose of this safety meeting is to remind all employees of their responsibilities and discuss other elements to help safeguard your company from security risks.

Responsibility #1 – Read and become familiar with the specific elements of the Plan at your location. Ask your manager to allow you access to your company's Plan. Read it and be familiar with it. Discuss with your manager any specific duties that you are responsible for. Return the Plan to your manager for safekeeping. The Plan should be kept in a safe, confidential location so unauthorized personnel cannot gain access to it.

Responsibility #2 – Keep the specifics of your Plan to yourself, no person outside your organization should be granted access to it. If you are given the Plan to read, safeguard and protect it. Never leave it unattended or unsecured for any period of time. Plans that fall into the "wrong hands" could expose your facility to an attack. Additionally, don't discuss your Plan with anyone outside your organization.

Responsibility #3 – Keep your eyes open to the possibility of suspicious individuals either planning or executing an attack. Everyone at your facility, not just managers, have an obligation to keep a watchful eye out for suspicious individuals and activities. Office, dock and yard workers each share a measure of responsibility for the security at your location. Obviously, drivers play a big role, especially when they are in the field. When it comes to security, employees don't have the luxury of saying, "that's not my job".

Responsibility #4 – Report all suspicious activities to your supervisor immediately. Don't wait for a "convenient" time to tell your supervisor about suspicious activities. Report those activities immediately to a designated company official. It's a good idea to designate an alternative person in case the primary person is unavailable. Designated officials should be very conservative when it comes to reporting suspicious activities. When in doubt, managers should report those activities to the appropriate law enforcement agency.

Responsibility #5 – Notify management if you think an area of your Plan is deficient or in need of modification. Security Plans are "living" documents that require changes and modification from time to time. It is important that Plans which need modification are changed as soon as possible. For example, adding a new building, a different type of truck or work operation might require additional security measures.

Responsibility #6 – Drivers are reminded to carefully monitor their vehicle during field operations. The most vulnerable time for a truck with respect to security is when it leaves the confines of the local propane office. It is impossible for the driver to control all threats and challenges while out in the field. For these reasons, drivers must always maintain a keen sense

of awareness with respect to outside threats. One way to accomplish this is to always be within visual contact with the truck, even during rest/meal stops.

Responsibility #7 – Periodically inspect your facility for signs of tampering or security breaches. It's a proven fact that terrorists often break-in to their targets beforehand to determine if anyone is monitoring the facility. For instance, a terrorist might cut open a hole in the chain link fence in the back of the property to see if anyone notices. If not, they may become more emboldened to mount an attack.

Responsibility #8 – Keep a wary eye on fellow employees for signs they might be planning an attack. Probably not high on everyone's security plan list, but be aware that security threats sometimes come from within an organization. Disgruntled employees, employees with marital, financial or family problems can be "targeted" by terror groups as a candidate for recruitment by their organization. Sometimes these "troubled" individuals can even act out their own terror plot. If you notice strange, peculiar behavior by a fellow employee let your manager know so help can be provided to that individual.

Responsibility #9 – Help to ensure that unauthorized individuals are kept a safe distance from propane operations. Help to control access to propane transfer and related work operations. In most instances, members of the general public do not belong behind the fenced area of your offices. But if they do enter your facility, they should be escorted and closely monitored.

Responsibility #10 – Be aware of the national security threat level and modify your awareness when the threat level rises. Typically, the National Threat Level is "Yellow" or elevated. Should the threat level rise to "Orange" or "Red" additional awareness and scrutiny by employees should follow. An increase in the threat level means the entire country is at increased risk of terrorist attacks. It is only reasonable to assume that propane operations are also at an increased risk. If your company changes their security plan based on the national threat level, please ensure that you are adaptive to these changes and you follow all company procedures.

OCTOBER 2013 SAFETY MEETING

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.				
12.				
13.				
14.				

* 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: _____

E-mail or fax this sheet only to: Lampton-Love Inc.

Gene Maddox/Lynn Eldridge

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