



LAMPTON-LOVE, INC.

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Date: September 3, 2009
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – September 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 September 2009. You may add topics, **but please document the following topics:**

1. News Briefs!!! (It Pays to Sleep & Ladder Safety) (2 pages)
2. Cargo Tank Remote Shutdown (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)

It Pays to Sleep

According to the Better Sleep Council, a nonprofit organization dedicated to educating the public on the importance of sleep, sleep loss costs the U.S. economy as much as \$15 billion each year in increased health care costs, automobile accidents, workplace accidents, and decreased job performance.

Now more than ever, Americans need a good night’s rest. Unfortunately, sleep is usually one of the first things people scrimp on when time is short and stress is high. In a turbulent economy, nearly 30 percent of Americans lose sleep at least a few nights a week, according to a 2009 Sleep in America poll by the National Sleep Foundation (NSF). Lack of sleep means more than fatigue and grouchiness. Obesity, hypertension, increased risk for stroke and diabetes, cardiac stress, depression and short-term memory loss have all been associated with sleep deprivation. The NSF found 51 percent of the American workplace reports that daytime fatigue interferes with the amount of work they get done.

Adults typically need 7 to 9 hours of sleep per night. Some tips for sleeping smart follow:

- ❖ Establish a regular bed and wake time
- ❖ Avoid nicotine altogether and avoid caffeine close to bedtime
- ❖ Avoid alcohol
- ❖ Exercise regularly (but complete the workout at least 3 hours before bedtime)
- ❖ Establish a consistent relaxing “wing-down” bedtime routine
- ❖ Create a sleep-conducive environment that is dark, quiet and comfortable.

Whether diet and exercise or medical treatment is required to ensure adequate sleep, the point is to prioritize healthy rest. Sleep is no longer a luxury for the leisure set; it is a necessity that a stressed society must afford.

Ladder Safety

We have all worked with ladders at some time in our lives, either at work or at home. The following are some tips that may make your interaction with ladders less hazardous:

- ❖ Before using a ladder, inspect it for faults, such as broken rungs or rails. If it is an extension ladder, inspect the pulleys, ropes and locks for excessive wear. Also, check the footing and pads to make sure they still provide a non-skid surface. If any defect is found, the ladder should be tagged unsafe and taken out of service. If it cannot be fixed, make sure it is disposed of properly.
- ❖ When setting up a ladder, make sure the ground it is set upon is level and stable. Do not set the ladder up on a muddy surface or you may find yourself falling over. Do not use bricks or other material to raise the height of the ladder. If it is not tall enough, you are using the wrong ladder.
- ❖ The ladder should reach a minimum of three feet above the “point of support” and should be secured at this point.
- ❖ When using extension ladders, abide by the 1:4 rule. This means if you are using a 12 foot ladder, the base should be three feet from the structure. Some ladders provide a picture guide on the ladder itself to assist you in this. When using a stepladder, make sure the folding cross braces are locked in the proper position before you step onto it.
- ❖ Always face the ladder when ascending or descending, and have both hands free to grasp it securely. If you need tools, they should be carried in a tool belt or pulled up with a rope once you have reached your destination.
- ❖ Remember the “3-Point Rule”: At least two hands and one foot, or two feet and one hand should be in contact with the ladder at all times.
- ❖ Keep your body between the side rails of the ladder. This reduces the chance of tipping it over and/or falling off.
- ❖ Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on stepladders.
- ❖ Use the correct ladder for the job. Don't use a stepladder as an extension ladder.

By following the above rules, you greatly reduce your chances of being injured while working on ladders. Remember, the life you save will be your own!!

SEPTEMBER 2009 SAFETY MEETING

Cargo Tank Remote Shutdown

As you know, bobtail and transport truck drivers alike operate cargo tank motor vehicles equipped with remote shutdown capabilities. The purpose of this technology is to remotely shutdown all cargo tank internal valves and truck engine in the event of uncontrolled release of propane downstream of those valves. This meeting is to remind drivers of their responsibilities with respect to this important safety requirement.

DOT Regulations – What They Say...

- (n) “Emergency shut down. If there is an unintentional release of product to the environment during unloading of a liquefied compressed gas, the qualified person unloading the cargo tank motor vehicle must promptly shut the internal self-closing stop valve or other primary means of closure and shut down all motive and auxiliary power equipment.” 49 CFR 177.840(n)
- (o) “Daily test of off-truck shut-off activation device. For a cargo tank motor vehicle equipped with an off-truck remote means to close the internal self-closing stop valve and shut off all motive and auxiliary power equipment, an operator must successfully test the activation device within 18 hours prior to the first delivery of each day. For a wireless transmitter/receiver, the person conducting the test must be at least 45.72m (150 feet) from the cargo tank and may have the cargo tank in his line of sight.” 49 CFR 177.840(o)

The regulations are clear in the above two paragraphs; have your remote shutdown available at all times during off-loading and perform daily tests to ensure the truck’s shutdown capabilities work as designed. Also make sure you keep extra batteries for your remote in the truck pocket.

Helpful Compliance Tips

Listed below are some suggestions/thoughts that should help you in your compliance efforts:

1. Perform a high-quality daily inspection of your truck at the beginning of your shift and immediately afterwards.
2. During your pre-trip inspection, test your remote control at 150 ft. line-of-site from the cargo tank.
3. Mark off the 150 ft. distance in your parking lot. Many drivers measure the distance with a tape measure and hang a sign or flag on a fence post to mark this distance. It’s much easier to persuade a zealous DOT official if this distance is marked.
4. It is suggested that this test be documented on your vehicle report or some other appropriate document.
5. Keep at least one extra battery in the cab of your truck in case the remote control’s battery goes dead.

6. Remember to always have your remote control with you anytime you leave your truck. Drivers have been cited by the DOT on numerous occasions because they didn't have their remote control in their possession.
7. When you do the test, make sure the engine shuts off and all internal valves, including the 1¼" valve on the rear head of the cargo tank closes.
8. During your pre-trip inspection always pay attention to the condition of the truck's remote shutdown antenna. These devices are often damaged by trees or other hazards. Replace or repair as necessary.
9. Protect your remote control device from water and the elements. Use a protective cover to protect the unit when you are wearing it or stowing it in your truck.
10. Be careful to protect the remote shutdown components like wires and control boxes that are oftentimes located under or behind the passenger seat in the cab. Tools and equipment can damage these delicate components and render your shutdown system inoperable.
11. If you accidentally drop your remote control immediately test it to determine if it still is in operable condition. If not, replace or repair the unit. Never load or off-load product unless the remote control is operable.
12. While loading or off-loading propane have your remote with you at all times. Be prepared to use your remote control to shutdown your truck and close the internal valves at the first sign of problems.

Special Note: Remote shutdown equipment is designed to operate only when the PTO or parking brakes are engaged or both. Check your remote control for proper operation by trying to shut down the truck when it is idling, the PTO disengaged and the parking brakes released. If it shuts down, the wiring is incorrect on the truck and should be taken in for repairs. This wiring configuration prevents your truck from shutting down if the shutoff button is accidentally pushed while traveling down a roadway. Note: some inexpensive shutdown systems cannot be configured as discussed above, check with your truck fabricator if you have questions.

Remote shutdown capabilities cannot be taken for granted. These capabilities must be tested and verified daily. If problems are experienced, repair or red tag the truck. Under no circumstances should you operate a cargo tank motor vehicle with an inoperable remote shutdown system. Also, as a reminder, check the operation of your bulk plant's ESV system; it goes without saying that this system should also be operable in case of emergency.

SEPTEMBER 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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