



LAMPTON-LOVE, INC.

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Date: September 1, 2010
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – September 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 by the end of the current month. Please keep the original for your records.**

Note: ONLY the Monthly Safety Meeting Minutes and Attendance Record is to be sent in by the end of the current month.

To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of September 2010. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Closing Cargo Tank Valves & Pre and Post-Trip Vehicle Inspections)
(2 pages)
2. Safety Meeting: (Fire Hazards) (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!!!



Gene Maddox

Safety Director

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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)

Closing Cargo Tank Valves

A precautionary reminder to anyone that drives a bobtail, before you leave a customer's home after pumping their tank you must always inspect the vehicle and surroundings to see that hoses have been rolled up and properly secured on the vehicle, all valves closed and all equipment has been readied for departure. Never leave a belly valve open when traveling. The only time it should be open is when product is being pumped from the cargo tank.

Pre and Post-Trip Vehicle Inspections

Federal regulations require pre-trip and post-trip inspections of vehicles by drivers or operators of commercial motor vehicles and a written driver vehicle inspection report is required. In this meeting, we will discuss the elements and importance of daily vehicle inspections and remind drivers of their solemn responsibility to inspect their vehicle regularly.

The types of inspections include:

- Daily Pre-Trip Inspections
- Daily Post-Trip Inspections

Daily vehicle inspections are performed prior to operating a vehicle and at the end of the day. Post-trip inspections must be documented. These inspections should be performed by the driver but they can be performed by other qualified individuals.

Elements to be inspected in the pre-trip and post-trip inspections that involve the cab and chassis may include:

- Lights and reflectors
- Brakes
- Horn
- Mirrors
- Windshield, wipers, washers, defroster
- Steering mechanism
- Belts
- Hoses
- Tires and rims
- Doors
- Fluids
- Emergency equipment
- Cleanliness

DOT requires you to inspect your bobtail each day before transferring propane. Elements to be inspected in the pre-trip and post-trip inspections that involve the cargo tank and propane system include, as a minimum, the following:

- Propane discharge system to ensure it is sound and leak-free
- Daily test of off-truck remote shutdown
- Check for presence of fusible link controlling internal valves
- Check for presence of emergency discharge control equipment and procedures
- Check condition of flexible transfer hose and hose assembly.

You must not transfer propane or operate your bobtail until you have completed a daily pre-transfer inspection and make the necessary repairs.

Other inspection items commonly checked include:

- Truck paperwork
- Placards and labels
- Cargo tank data plate(s)
- Cleanliness

Both drivers and employers have a duty to ensure that all trucks are inspected on a daily basis. The bottom line is all vehicles should be safe for operation anytime they are traveling up and down the highways. High-quality inspections can help ensure these vehicles will never break down or create an unacceptable hazard both to the driver and members of the motoring public as well.

SEPTEMBER 2010 SAFETY MEETING

Fire Hazards

The propane business is safe and normally trouble-free. But we would be kidding ourselves if we attempt to minimize the hazards of transporting and transferring a highly flammable gas like propane. In this meeting, we will discuss how to best control fire hazards in and around propane operations.

According to the Certified Employee Training Program (CETP), propane has an ignition temperature of between 920 and 1120 degrees F. So, assuming there is a propane/air mix within its range of flammability, it only takes on average only about 1,000 degrees F to “fire-off” such a mixture. Not a lot when you consider common items like a match, static electricity and even a spark created from an electrical circuit can generate much more heat energy than that amount. Our goal in the industry is to ensure that potential ignition sources are always kept a safe distance from propane operations and to minimize the release of product during transfer operations.

Remember, that in most cases, ignition sources must be kept at least 25 feet from propane operations. Keep in mind that this is a minimum distance! Some jurisdictions and customers require even greater distance. Listed below are scenarios of actual cases where fires have occurred in the propane industry.

- Fire in a Wisconsin cylinder dock caused by a non-explosion-proof radio
- Fire erupts when a transport loading hose fails causing the vapor to find an ignition source inside the branch office
- Fire caused by a careless smoker adjacent to a dispenser station
- Static electricity from a cylinder being filled on the back of a truck causes a flash fire injuring employee and the customer.

Listed below are precautions to take when working around propane to help ensure a fire or explosion doesn't occur. Keep in mind that this is only a partial list.

- Thoroughly inspect propane transfer equipment before starting a transfer.
- Keep ignition sources at least 25 ft. away from propane operations.
- Minimize the release of propane vapor and liquid during transfer and purging operations.
- Vent purged vapors safely to the outside when working inside a home or business.
- Keep a lookout for ignition sources that could enter into a hazard zone such as by a vehicle or passerby.
- Keep an approved fire extinguisher handy.
- Inform your customers of these same precautions so they can protect themselves.
- Never overfill a propane container.
- Know where all emergency shut-off stations are and check them periodically to ensure each work.

- Always be in attendance when transferring propane and in a position to quickly respond to an emergency.
- If a fire does start, never extinguish a propane-fueled fire unless the supply of gas can be simultaneously shut off.
- Be aware that fire hazards oftentimes present themselves out in the field where it's harder to control these hazards.
- Never introduce an ignition source in an area that might contain explosive propane/air mixtures. When in doubt, check the atmosphere with a combustible gas indicator or thoroughly ventilate the area prior to introducing an ignition source.

Most propane fires can be prevented with common sense and personal initiative. Human error is the leading cause of propane fires. One of the most important duties of any propane employee is to take all precautions necessary to guard against the possibility of fire. Fire protection is a job that can't be left to chance or someone else. It is your responsibility!!

SEPTEMBER 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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