



LAMPTON-LOVE, INC.

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Date: September 6, 2011
To: All Branch Managers
From: Gene Maddox
Subject: Branch Office Monthly Safety Meeting – September 2011

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 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 September 2011. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Stress on the Road and The Cost of Silence)
2. Safety Meeting: (Material Safety Data Sheets {MSDS})

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 "2011 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)

STRESS on the ROAD

Sooner or later you may encounter a driver who behaves dangerously by speeding, tailgating, making abrupt or frequent lane changes, or cutting off other cars. You can't control other drivers, but you can remain calm and stay out of harm's way.

When it's the other guy...

- ◆ Be attentive and courteous – obey all traffic rules even if the other person doesn't.
- ◆ If you are challenged, get out of the way. Stay behind the agitated motorist if possible.
- ◆ If you're being followed, go to well-lit public place and call the police.
- ◆ Don't pull over or get out of your car if you feel threatened.

When it's you...

Stress from heavy traffic or personal problems can shorten anyone's fuse. To keep your cool:

- ◆ Maintain your car, keep sunglasses and snacks handy, adjust your seat position and temperature, or listen to calming music.
- ◆ Don't drive when upset, angry or overtired.
- ◆ Plan your route, monitor traffic reports and allow plenty of time for travel.
- ◆ Don't take it personally – not all rude behavior is intentional.
- ◆ If your temper rises, breathe deeply, take a break or focus on something pleasant. Consider the possible consequences of rash actions.

THE COST of SILENCE

Why don't people speak up when they see something wrong? A recent study found that employees directly intervene in only about two of five unsafe actions and conditions (39%) that they observe in the workplace. A significant number of unsafe operations that could be stopped are not, which increases the likelihood of incidents and injuries.

Employees are inclined to behave in a way that they perceive to be consistent with the social values and expectations of their organization. When supervisors infrequently or inconsistently address unsafe behavior, it leads employees to believe that formal safety standards are not highly valued and employees are not genuinely expected to adhere to them.

The majority of the companies represented in the study have a policy allowing employees to stop work when they see something unsafe. Employees are formally encouraged to intervene in the unsafe operations they observe. What is keeping employees quiet?

Respondents did not say that their supervisors discouraged them from stopping work or that it is not their responsibility to do so. Rather the primary reasons appear to stem from employees' unsuccessfully attempts in the past to stop unsafe operations. At some point in the past, the employee did intervene and the other person became defensive or angry. Or when the employee intervened in the past, it did not make a difference. They do not believe that they can intervene in a way that stops and sustainable changes the other person's unsafe behavior, while also preserving a respectful working relationship.

Why do employees behave unsafely? People are inclined to assume that, when other people do something wrong, it is because of a personal flaw. They jump to the conclusion that is a matter of personal motivation or laziness. But the study found that the most common reason for an employee acting unsafely is he does not realize his behavior is unsafe. Other leading reasons for acting unsafely included "someone else is rushing them" and "they do not know the safe way to do it."

When employees incorrectly assume that their coworkers act unsafely because they lack personal motivation, they are likely to incite defensiveness and resistance to behavior change by intervening in a way that both appears to be condescending and is focused on the wrong issue. Employees choose not to intervene because they are not equipped to do so effectively. Understanding the real reasons behind unsafe behavior is a critical first step to giving employees the courage to speak up and intervene effectively.

SEPTEMBER 2011 SAFETY MEETING

Material Safety Data Sheets

This safety meeting is to remind employees of the important information contained in material safety data sheets (MSDSs) and to emphasize their use as an effective tool to minimize chemical exposure while on the job. OSHA requires that employees be familiar with all hazardous chemicals in their workplace.

When presenting the safety meeting, please have on hand your MSDA binder so every one can review the MSDSs for the hazardous chemicals in the work place, such as propane, methanol, paint, grass killer, solvents and the like.

According to the OSHA standards, employees have a right to know about the chemical hazards in their workplace and ways to protect themselves from those hazards. That's the basic purpose of OSHA's Hazard Communication (Hazcom) standard.

Knowing the whereabouts and how to read and understand MSDSs is a basic premise of the Hazcom Standard. MSDSs are the single best place to look for everything you need to know about a chemical's hazards and how to work with that chemical safely. Employees should keep in mind that although propane probably represents the greatest risk, there are many other chemicals in the workplace that present a hazard.

OSHA requires that all employers develop a Hazcom program; additionally they must ensure that MSDSs are provided for each hazardous chemical in the workplace. Workers must know where these MSDSs are located and they must have easy access to them at all times. Each MSDS must provide the following information:

- ◆ Name of the chemical
- ◆ Manufacturer name and address
- ◆ Why the chemical is hazardous
- ◆ Hazards of the chemical
- ◆ How to handle it safely
- ◆ What personal protective measures must be used while working with or around it
- ◆ What to do if exposed to it
- ◆ How to handle spills and emergency situations.

Every MSDS is likely a little different than the next MSDS, that's why it's important that each MSDS be read and examined very carefully. Employers and workers should always pick out the major categories of information listed above to determine how to best protect themselves.

Employers and employees should know and understand that each have solemn responsibilities under the Hazcom standard. Employers must provide training, MSDSs for every hazardous chemical in the worksite and they must also make it easy for employees to access this information. Employees, on the other hand, must exercise responsibility to learn all they can about the hazardous chemicals in the worksite and refer to MSDSs when they have a question.

Most importantly, employees should never use a hazardous chemical unless they are fully and completely informed about all its hazards and safe handling practices.

Each employee should be aware of the following:

- ◆ The location of all MSDS at your facility
- ◆ The location of the company's Hazcom Program
- ◆ What jobs expose employees to various chemical hazards

MSDSs provide a wealth of detail on a chemical's makeup, its hazards, and the steps you can take to work with it safely.

The government has made a big point of requiring MSDSs, determining what information they must contain, and emphasizing that MSDSs have to be available to employees. Employees have a right to know about chemical hazards on the job and how to protect themselves from them. But rights also come with obligations. Employees have a right to know and an obligation to use the information to protect themselves.

**SEPTEMBER 2011
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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