



LAMPTON-LOVE, INC.

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Date: September 7, 2012
To: All Branch Managers
From: Gene Maddox 
Subject: Branch Office Monthly Safety Meeting – September 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 September 2012. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Electrical Safety, PPE: Hand Protection Selection)
2. Safety Meeting: (General Safety Practices)

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)

ELECTRICAL SAFETY

Know how to power up and power down the equipment before starting any work. Properly lock out and tagout any systems that are to be worked on. Identify the location of emergency stops, outlets and power sources.

Inspect electrical cords of all types for exposed or frayed wiring. Extension cords should only be used for temporary purposes and should not be permanently installed, ensure they are GFCI protected.

Keep ladders, poles and similar objects that could serve as grounding devices at least 10’ away from overhead power lines. Electricity is always looking to ground itself...do not become a conductor of electricity.

Verify signage, labeling and any applicable color-coding is visible and legible.

Keep all sources of water away from electricity. Do not stand in water while operating electrical equipment.

Do not dig or excavate underground without first knowing where power lines may exist. Consult with the local electrical company to verify these locations.

Always seek qualified, certified, and competent professionals, when extensive electrical work needs to be performed.

Personal Protective Equipment (PPE): Hand Protection Selection

Selecting the right hand protection for the job doesn't have to be tricky. Base the selection of the appropriate hand protection on an evaluation of the performance characteristics of the hand protection relative to the task(s) to be performed, conditions present, duration of use, and the hazards and potential hazards identified.

Once the correct hand protection for the job is chosen, employers need to require that the employees wear the correctly chosen hand protection at the right times. The right time to wear hand protection is when employees' hands are exposed to hazard such as lacerations, severe abrasions, punctures, chemical burns, thermal burns, and harmful temperature extremes. Check out each area of production to determine where employees need hand protection, and also determine which hand protection is necessary. Find out if employees are wearing gloves, and if so are they the right gloves for the hazard exposure.

Some general types of gloves:

- ◆ **Coated Gloves**
 - Chemical or liquid proof gloves; Latex rubber; Nitrile rubber (NBR); Polyurethane; PVC; Neoprene; Coated gloves couples with a lining.
- ◆ **Cut-Resistant Gloves**
 - Kevlar; Dyneema; Heavy metal-mesh
- ◆ **Disposable Gloves**
 - Latex rubber; Nitrile; Polyethylene; PVC; Vinyl
- ◆ **Anti-Vibration Gloves**
 - Contain extra padding; for the use with chainsaws, grinders, nail guns and sanders.
- ◆ **Electrical Hazard Gloves**
 - Worn at all times when working with branch circuits and switches, as well as other electrical equipment.
- ◆ **General Purpose Gloves**
 - Jersey, Canvas and Knit materials
- ◆ **Drivers' Gloves**
 - Thin leather, all purpose gloves to protect from punctures
- ◆ **Leather Palm Gloves**
 - Cotton with leather palms and fingers; Protection against abrasive and puncture hazards
- ◆ **Heat Resistant Gloves**
 - Flame, high Heat, Convection, or all three
- ◆ **Welding Gloves**
 - Leather with heat resistant panels
- ◆ **High Visibility Gloves**
 - Day and Nighttime Versions
- ◆ **Mechanics' Gloves**
 - Hybrid and Composite materials

SEPTEMBER 2012 SAFETY MEETING

GENERAL SAFETY PRACTICES

As an employee of Lampton-Love, Inc., your safety is the constant concern of our company. Precautions have been taken to provide you a safe workplace. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home.

The cooperation of every employee is necessary to make our company a safe place in which to work. Help yourself and others by immediately reporting unsafe conditions or hazards to your supervisor. Give earnest consideration to the rules of safety presented to you by posters, signs, and discussions with your supervisor, posted rules, and governmental regulations. Always think of safety as you perform your job, or as you learn a new one.

Accident reporting

Any injury at work – no matter how small – must be reported immediately to your supervisor. Serious medical problems can arise from even small injuries if they are not cared for at once.

Safety rules and guidelines

To ensure your safety, and that of your co-workers, observe and obey the rules and guidelines appropriate to your job duties; these rules generally are:

- ◆ Observe and practice the safety procedures established for your job.
- ◆ In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee or volunteer treat his/her own injury or someone else's like removing foreign particles from someone else's eye.
- ◆ Be careful not to move injured employees, keep them quiet and warm while awaiting professional response. Make sure they have an unobstructed airway.
- ◆ Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- ◆ Never distract the attention of another person, as you might cause him or her to be injured. If necessary to get the attention of another person, wait until it can be done safely.
- ◆ Where required, you must wear protective equipment, such as goggles, safety glasses, masks, hearing protection and gloves, etc.
- ◆ Keep your work area clean.

- ◆ Observe “no smoking” and other safety/operational signs.
- ◆ While operating a motor vehicle, do not exceed a speed that is safe for existing conditions. Do not drive while distracted.
- ◆ Shut down and lockout/tagout machinery before cleaning and repairing.
- ◆ Running and horseplay are strictly forbidden.
- ◆ Do not block access to fire extinguishers. Ensure they are properly charged.
- ◆ Do not tamper with electric controls or switches.
- ◆ Do not operate machines or equipment until you have been properly instructed, trained and authorized to do so by your supervisor.
- ◆ Do not engage in practices that may be inconsistent with ordinary and reasonable common sense safety rules.
- ◆ Report *any* unsafe condition or acts to your supervisor.
- ◆ Help to prevent accidents.
- ◆ Use designated passages when moving from one place to another; never take hazardous shortcuts (i.e., between moving equipment or across roadways).
- ◆ Lift properly – use your legs, not your back. For heavier loads, ask for assistance or use mechanical lifting aids.
- ◆ Do not adjust, clean, or oil moving machinery unless you are trained to do so.
- ◆ Keep machine guards in their intended place.
- ◆ Do not toss or throw objects/equipment.
- ◆ Clean up spills immediately.

Safety checklist

If you spot one of the conditions on the following list – or any other possible hazardous situation – report it to your supervisor immediately.

- ◆ Slippery floors and walkways.
- ◆ Tripping hazards, such as hose links, piping, etc.

- ◆ Missing (or inoperative) entrance and exit signs and lighting.
- ◆ Poorly lighted passages and walkways.
- ◆ Loose handrails or guard rails.
- ◆ Dangerously piled supplies or equipment.
- ◆ Open doors on electrical panels.
- ◆ Leaks of water, propane, oil, other liquids.
- ◆ Blocked aisles.
- ◆ Blocked fire extinguishers.
- ◆ Evidence of any equipment running hot or overheating.
- ◆ Oily rags.
- ◆ Evidence of smoking in non-smoking areas.
- ◆ Directional or warning signs not in place.
- ◆ Safety devices not operating properly or have been deactivated.
- ◆ Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed.

Seat belts

All employees must use seat belts and shoulder restraints whenever they operate a vehicle. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Good housekeeping

Your work location should be kept clean and orderly. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles. Stock shelves carefully so parts, equipment and merchandise will not fall over.

Having a safe and productive work place is everyone's responsibility. Encourage all workers to be active in recognizing hazards and correcting them. There's too much at stake if we don't!

SEPTEMBER 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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