



LAMPTON-LOVE, INC.

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Date: September 9, 2013
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – September 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 September 2013. You may add topics, **but please document the following topics:**

1. News Briefs!!! (PPE Requirements: Hazard Assessment and Neglecting Safety Rules = Serious Injury)
2. Safety Meeting: (Electrical Safety)

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)

PPE Requirements: Hazard Assessment

Personal Protective Equipment (PPE) is specialized clothing or equipment worn by an employee that is designed to create a barrier for protection against known or potential workplace hazards.

OSHA requires employers to provide PPE and training to employees who are or may be exposed to physical or health hazards in the workplace when engineering and administrative controls cannot effectively reduce exposures to safe levels.

PPE is designed to protect workers from serious workplace injuries or illnesses resulting from contact with specific hazards (e.g., chemical, physical, electrical, mechanical).

To determine if any hazards that require the use of PPE are present or may be present in your workplace, you have to assess your workplace and the jobs employees perform. **This is not a recommendation. It is required by law.**

The hazard assessment should begin with a walk-through survey of the facility to develop a list of potential hazards.

The hazard assessment must be documented through a written certification that includes the following information:

- ◆ Identification of the workplace evaluated;
- ◆ Name of the person conducting the assessment;
- ◆ Date of the assessment; and
- ◆ Identification of the documentation as a certification of hazard assessment.

The PPE Program, available in e-Plans, provides a form that may be used to document the hazard assessment.

The workplace hazard assessment must be reviewed following changes in conditions, equipment, or operating procedures or at least every three years.

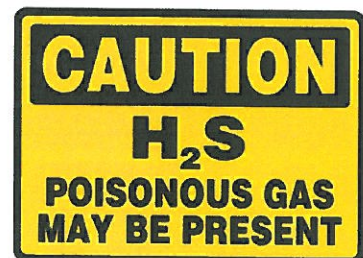
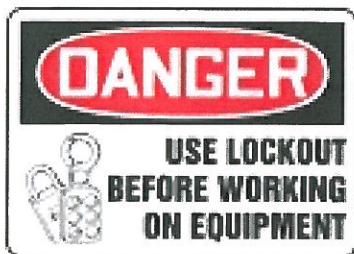
Neglecting Safety Rules = Serious Injury

A large majority of hand injuries have occurred in the workplace because employees neglect to perform their jobs properly and safely. Employees have lost finger tips, multiple fingers, and complete hands because they have unsafe work habits. Accident investigations have concluded that the “**Number One**” contributing factor is that employees did not adhere to company safety rules. Another contributing factor has been the lack of enforcement of those rules.

Safety rules are standards that must be put into practice to avoid injury and damages. The concept of safety rules is not new. Safety rules are not devised to make your life more difficult. For every rule there is a reason usually based on a preceding unsafe act or condition. Safety rules are designed to protect you and others around you. They are meant to direct your safety-related conduct throughout the workplace. They are the laws of the workplace and must not be deviated from at any time. Yet, employees are violating safety rules and getting “caught” – that is, having injuries and accidents. And the punishment is “severe pain” from the loss of body parts. Employees have become physically disabled either temporarily or permanently. *Need proof?*

An employee using a gang rip saw combination machine and the machine became jammed with a board. The employee was not able to back the board out of the machine with the power feed rollers. Procedures required the employee to lockout the machine before clearing any jams. The employee decided not to follow company policy and free the board while the machine was in operation. He removed a machine guard and placed his hand in the machine. Once freed, the four saw blades took his hand from the wrist down and rendered him an amputee for life.

The above accident was preventable if the employee had followed established safety rules. Conducting operations without placing machinery in a “zero energy” condition (machinery lockout), failing to follow maintenance procedures, and performing maintenance operations that are not authorized are causing serious accidents that are irreversible. Supervisors must be involved in the workplace to make sure employees are adhering to safety rules and take immediate corrective action if they are neglected.



SEPTEMBER 2013 SAFETY MEETING

Electrical Safety

Most propane workers don't think of our industry as being heavily electrically-related. In most instances this is a correct assumption but, never-the-less, there are many electrical hazards in the workplace that can hurt or even kill the most cautious propane person. Combine electrical hazards with propane and you have a potentially deadly mix. The purpose of this meeting is to discuss various electrical hazards that could "reach out and touch" a propane employee or someone else. Basically, propane workers should always keep electrical arc or related electrical activity at least 25 ft. from a point of transfer or propane release.

Review the following list of electrical hazards/statements and discuss each:

- ◆ Keep open electrical arcs from the presence of propane vapor.
- ◆ Look for evidence of explosion-proof wiring systems that have been damaged or arc in a state of disrepair.
- ◆ Remember, most battery-powered hand tools are unsafe around propane vapor because they develop open electrical arcs at the armature/brush area.
- ◆ Never open or close a switch if propane vapor is present.
- ◆ Refrain from parking a bobtail or cylinder truck under a live electrical line.
- ◆ Examine electrical devices located near tanks or cylinders such as, but not limited to, A/C condenser units, lights, motors, etc. Remove or relocate them as necessary.
- ◆ Frayed insulation or damaged wires on or near the rear deck of a bobtail can ignite a propane-air mixture.
- ◆ Welding or related contractor operations can ignite a propane mixture.
- ◆ Shutoff circuits on household appliances that could energize when employees are working around them. As an example, hot surface and direct spark igniters should be shutoff prior to starting any work activities.
- ◆ Refrain from jump-starting a propane vehicle unless you must do so and the area is closely examined for the possibility of a propane vapor being present.
- ◆ Be watchful of customers and members of the general public who bring electrical hazards into a "propane hazard zone".
- ◆ Carefully examine your electrical tools and equipment to ensure they are in tip-top condition. Look for frayed wires and homemade repairs.
- ◆ When working outside using electrical tools make sure it is at least double insulated and use an extension cord with GFCI protection.
- ◆ Never run extension cords through water or over sharp objects. Remember, it is not recommended that extension cords be field-repaired. Have an expert repair them, if they are able to be repaired, or destroy them and purchase another.
- ◆ Never operate electrical equipment while standing in water.
- ◆ Never make unapproved repairs on the electrical system of your plant or bobtail wiring.
- ◆ Lastly, remember most cell phones are not inherently safe. They can produce an open arc to the outside atmosphere.

Electricity is a not-so-silent killer of hundreds of people each year. Keep in mind that under the right circumstances, a person can die when being exposed to an electrical current of just 50-150 milliamps. However, the good news is that most of these accidents can be prevented with just a little care and attention. Never forget that even battery-powered hand tools can be deadly under the “wrong” circumstances. Keep your eyes open for electrical hazards and don’t be afraid to cease operations or call for help if you have a question about your safety or the safety of others.

SEPTEMBER 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

P.O. Box 1607

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Fax #: 601-933-3420