



LAMPTON-LOVE, INC.

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Date: April 4, 2014
To: All Branch Managers
From: Gene Maddox *GM*
Subject: Branch Office Monthly Safety Meeting – April 2014

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 April 2014. You may add topics, **but please document the following topics:**

1. Safety Meeting: (Hazard Communication)
2. News Briefs!!! (Some Above Ground Tank Installations Require Protection)

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

APRIL 2014 SAFETY MEETING

HAZARD COMMUNICATION Annual Training

For our April Safety meeting we will conduct our annual Hazard Communications Training for our employees. Using the HAZARD COMMUNICATION & MSDS and SDS PROCEDURES TRAINING MANUAL, make sure that the following sections are covered.

- Section 1 – Cover Introduction
- Section 2 – If not completed, manager to fill in the blanks with his name on the Written Program
- Section 3 - Review and list all of the hazardous chemicals that you use and are stored in the workplace.
- Section 5 – Conduct the Regulations and Risk training.
- Section 6 –Have employees take Hazard Communication Quiz and review their answers with them. Retain a copy of the quiz in your files.
- Section 8 – Have employees sign Annual Training Signature Page to verify training. The attached signature sheet should be completed and signed by each employee and filed in Section 8 of the Hazard Material Training Manual.
- Place Haz-Mat Labels (supplied in your training manual) on all chemical containers that are listed in Section 3 of the Training Manual.
- Review your MSDS's and SDS's to make certain that each chemical listed in Section 3 has an MSDS/SDS sheet.

When the training is completed, have employees sign the Safety Meeting Minutes and return a copy of the form to Lynn or Gene. Also have them to sign the attached Annual Training verification and keep this on file or in the back of the training manual.

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics,
which will serve as a friendly reminder to us all)

Some Above Ground Tank Installations Require Protection

REGULATIONS: NFPA 58 2011 edition, Section 6.9.3.16

In the 2011 edition of NFPA 58 a new rule (6.9.3.16) requires underground metallic piping, tubing, or both that convey LP-Gas from a gas storage container shall require dielectric fittings at the building to electrically isolate it from the aboveground portion of the fixed piping system that enters the building. The dielectric fittings shall be installed above ground and outdoors.

It does not matter what type of tank is involved, above-ground or underground; if the installation utilized underground metallic piping you are required to isolate the aboveground portion of fixed piping from the underground metallic piping or tubing at the building, above ground and outdoors. So all ABOVEGROUND and UNDERGROUND containers that use metallic piping or tubing, MUST incorporate a dielectric union at the house/building and it must be installed above ground and outdoors.

Even though some of you are not working out of the 2011 Edition of NFPA 58, it is a company requirement to install dielectric unions when required, per the 2011 requirements.



APRIL 2014 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

Jackson, MS. 39215-1607

Fax #: 601-933-3420

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
HAZARDOUS COMMUNICATIONS, MSDS / SDS**

HAZARDOUS COMMUNICATIONS, MSDS/SDS

Company Name: _____

Date: _____ Manager: _____

**I HEREBY CERTIFY THAT I HAVE REVIEWED THE HAZARDOUS COMMUNICATIONS, MSDS and
SDS TRAINING PROGRAM;**

EMPLOYEE NAME and JOB TITLE
(please print)

EMPLOYEE SIGNATURE

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____
7	_____	_____
8	_____	_____
9	_____	_____
10	_____	_____
11	_____	_____
12	_____	_____
13	_____	_____
14	_____	_____
15	_____	_____