



LAMPTON-LOVE, INC.

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Date: April 8, 2015
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – April 2015

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 2015. You may add topics, **but please document the following topics:**

1. Safety Meeting: (Inspecting and Labeling Cylinders)
2. News Briefs!!! (Eye Protection: Getting the right pair for the job)

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 2015 SAFETY MEETING

INSPECTING and LABELING CYLINDERS

Spring recently arrived and with that comes outdoor cooking season. We should all be aware of the Federal and State rules and regulations that apply to cylinders.

Safely inspecting portable cylinders is an important job that requires training and following specific procedures. Customers are often not aware of cylinder inspection and requalification requirements and you may have to refuse to fill their cylinder. The safety of yourself, the customer, and the public should not be compromised. You have no idea what happened to the container prior to its arrival for refilling, and you have no control over the container after it leaves your location. What you must do is use reasonable care in your handling of the cylinder while it is in your control.

Before filling a cylinder, DOT regulations require a visual inspection to verify that it is fit for continued use. If any of the following are found, the cylinder must not be refilled.

- ◆ Leaks
- ◆ Cracks
- ◆ Bulging
- ◆ Serious dents or gouging
- ◆ Defective valves
- ◆ Defective or leaking pressure relief valves
- ◆ Evidence of physical abuse, fire or heat damage, or excessive rust
- ◆ Damage to the cylinder valve, valve protection, and foot rings
- ◆ Out of date requalification

If any of these conditions are found, identify the cylinder and set it aside in a designated safe area per your company policy.

Steel cylinders that are subject to fire must be requalified, reconditioned, or repaired prior to being placed back into service. Aluminum cylinders subjected to fire must be permanently removed from service.

Valves and accessories should be inspected prior to filling. Valves may wear or become damaged creating a potentially hazardous situation. They should be checked for signs of aging and wear. Valves may be damaged from improper maintenance. Painting a cylinder may result in gauge faces and discharge openings of relief valves being covered with paint. A blue-green stain on the brass portion of the cylinder valve is evidence that it has been in contact with anhydrous ammonia, which is used to make illegal drugs. If you suspect or find a cylinder that contains, or has contained anhydrous ammonia, place it out of service and follow your company policy.

Vertical cylinders with 4 pound through 40 pound propane capacity used in vapor service must be fitted with an overfilling prevention device, an OPD. OPD cylinder valves are distinctively marked and are equipped with a unique handwheel, a modified triangle, to make identification easier. The "OPD" marking is molded into the handwheel and the valve body.

Valve accessories may be broken or even lost, allowing dirt or moisture to enter the valve. Inspect and replace all faulty or missing dust caps or plugs.

All refillable cylinders must be requalified at regular intervals. Requalification is performed only by qualified individuals whose facility is registered with the DOT. The most recent requalification date is stamped on the cylinder with the company RIN.

- A date without a letter indicates the next requalification must be within 12 years.
- The letter “s” following the date indicates the cylinder must be requalified within 7 years of the marked date.
- The letter “e” following the date indicates that requalification is required again within 5 years of the marked date.

Cylinders that are out of qualification date must not be refilled.

Cylinder wrapping prevents a proper cylinder inspection. Wraps should be removed and the cylinder inspected before filling.

Cylinder labeling is required by NFPA 58, DOT and OSHA. DOT cylinders used to transport propane must be clearly and durably marked with the proper shipping name and hazard class. A consumer information warning label must be present. The label must include information on the potential hazards of propane. Apply a new label if one is not present or legible. If you have any questions regarding the legibility or completeness of the warning label that is on the cylinder, place a new label on the cylinder.

Prior to filling the cylinder notice how it would be transported. Cylinders placed in a vehicle must be secured against movement. Closed bodied vehicles such as passenger cars and vans are limited to a maximum of 90lbs. of LP Gas with no single container having a capacity of more than 45lbs. NFPA 58 allows for up to four 20lb. grill cylinders, up to three 30lb cylinders, and up to two 40lb cylinders. Cylinders of 2 ½ lb. water capacity (1lb. propane capacity) or more must be positioned so that each cylinder’s pressure relief valve is in direct communication with the vapor space at all times.” All cylinders and appurtenances are determined to be leak free.

Properly inspecting and labeling cylinders enables you to safely and legally serve both your customers and your company. At the same time, customers are provided with a safe source of fuel for their cylinder needs.

NEWS BRIEFS!!!

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

Eye protection: Getting the right pair for the job

Eye and face protective equipment is required by OSHA where there is a reasonable probability of preventing injury when such equipment is used. Employers must provide a type of protector suitable for work to be performed and employees must use the protectors. These stipulations also apply to supervisors and management personnel, and should apply to visitors while they are in hazardous areas.

Suitable eye protectors must be provided where there is a potential for eye injury from machines, flying objects, glare, liquids, injurious radiation, or a combination of these. Protectors must meet the following minimum requirements:

- ◆ Adequately protect against the particular hazards for which they are designed,
- ◆ Be reasonably comfortable when worn under the designated conditions,
- ◆ Fit snugly without interfering with the movements or vision of the wearer,
- ◆ Be durable,
- ◆ Be capable of being disinfected,
- ◆ Be easily cleanable, and
- ◆ Be kept clean and in good repair

Selection

Each eye, face, or face-and-eye protector is designed for a particular hazard. In selecting the protector, consideration should be given to the kind and degree of hazard, and the protector should be selected on that basis.

Over the years, many types and styles of eye and face-and-eye protective equipment have been developed to meet the demands for protection against a variety of hazards.

Goggles come in a number of different styles: eyecups, flexible, or cushioned goggles; plastic eyeshield goggles; and foundry men’s goggles. Goggles are manufactured in several styles for specific uses such as protecting against dusts and chemical splashes, and in chipper’s welder’s and cutter’s models. Safety goggles may incorporate prescription lenses mounted behind protective lenses for individuals requiring vision correction.

Safety spectacles are intended to shield the wearer’s eyes from impact hazards such as flying fragments, objects, large chips, and particles. Workers are required to use eye safety spectacles with side shields when there is a hazard from flying objects. Spectacles can be fitted with prescription lenses for users who need vision correction.

Faceshields are another type of protection. However, it is important to note that faceshield can only be used as supplemental protection; they cannot be used in lieu of required safety glasses/goggles.

OSHA requires protective eye and face protection devices must comply with any of the following consensus standards:

- ◆ ANSI Z87.1-2003, American National Standard Practice for Occupational and Educational Eye and Face Protection;
- ◆ ANSI Z87.1-1989 (R-1998), American National Standard Practice for Occupational and Educational Eye and Face Protection; or
- ◆ ANSI Z87.1-1989, American National Standard Practice for Occupational and Educational Eye and Face Protection.

Fit

Fitting of goggles and safety spectacles should be done by someone skilled in the procedure. Prescription safety spectacles should be fitted only by qualified optical personnel.

Inspection and maintenance

It is essential that the lenses of eye protectors be kept clean. Continuous vision through dirty lenses can cause eye strain – often an excuse for not wearing the eye protectors. Daily inspection and cleaning of the eye protector with soap and hot water, or with a cleaning solution and tissue, is recommended.

Pitted lenses like dirty lenses, can be a source of reduced vision. They should be replaced. Deep scratches or excessively pitted lenses are apt to break more readily.

Slack, worn-out, sweat-soaked, or twisted headbands do not hold the eye protector in proper position. Visual inspection can determine when the headband elasticity is reduced to a point beyond proper function.

Goggles should be kept in a case when not in use. Spectacles, in particular, should be given the same care as one's own glasses, since the frame, nose pads, and temples can be damaged by rough usage.

Personal protective equipment that has been previously used should be disinfected before being issued to another employee.

Even when each employee is assigned protective equipment for extended periods, it is recommended that such equipment be cleaned and disinfected regularly.

Several methods for disinfecting equipment for eye protection are acceptable. The most effective method is to disassemble the goggles or spectacles and thoroughly clean all parts with soap and warm water. Carefully rinse all traces of soap, and replace defective parts with new ones. Swab thoroughly or completely and immerse all parts for 10 minutes in a solution of germicidal deodorant fungicide. Remove parts from solution and suspend in a clean place for air drying at room temperature or with heated air. Do not rinse after removing parts from the solution because this will remove the germicidal residue which retains its effectiveness after drying.

The dry parts or items should be placed in a clean, dust-proof container, such as a box, bag, or plastic envelope, to protect them until re-issue.

Contacts and prescription lenses

Employers must ensure that employees who wear prescription (Rx) lenses or contacts use personal protective equipment (PPE) that incorporates the prescription or use eye protection that can be worn over prescription lenses.

Paying for eye protection

Employers generally must provide required eye protection at no cost to the employee. However, there is an exception: employers are not required to pay for prescription safety glasses provided that:

- ◆ They are non-specialty protection (e.g., general safety glasses to protect against impact); and
- ◆ They are allowed to be worn off the job

If the above conditions are not met, the employer is required to provide the protection at no costs. For example, prescription eyewear inserts/lenses for full face respirators are considered to be specialty eye protection, therefore the exception would not apply and employers would have to pay for the equipment.

On the other hand, ordinary prescription safety glasses to protect against general impact hazards would not have to be provided for free, if the employer allows the employee to take the glasses off the job.

APRIL 2015 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.
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