



LAMPTON-LOVE, INC.

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Date: April 1, 2016
To: All Branch Managers
From: Gene Maddox 
Subject: Branch Office Monthly Safety Meeting – April 2016 - **REVISED**

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 2016. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Hazard Communication Standard: Labels and Pictograms)
2. Safety Meeting: (Inspecting and Labeling Cylinders)

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)

Hazard Communication Standard: Labels and Pictograms

OSHA has adapted new hazardous chemical labeling requirements as a part of its recent revision of the Hazard communication Standard, 29 CFR 1910.1200 (HCS), bringing it into alignment with the United Nations’ Globally Harmonized System of Classification and Labeling of Chemicals (GHS). These changes will help ensure improved quality and consistency in the classification and labeling of all chemicals, and will also enhance worker comprehension. As a result, workers will have better information available on the safe handling and use of hazardous chemicals, thereby allowing them to avoid injuries and illnesses related to exposures to hazardous chemicals.

The revised HCS changes the existing Hazard Communication Standard (HCS/HazCom 1994) from a performance-based standard to one that has more structured requirements for the labeling of chemicals. The revised standard requires that information about chemical hazards be conveyed on labels using quick visual notations to alert the user, providing immediate recognition of the hazards. Labels must also provide instructions on how to handle the chemical so that chemical users are informed about how to protect themselves.

At the last managers meeting, each manager should have received a large envelope which contained OSHA’s new labels; the use of these labels will get us in compliance with OSHA’s new Globally Harmonized System. As most of you are aware that we really did not want to add our Name, Address and Phone Number to these labels because of liability reasons. But according to NPGA’s attorney it is a requirement at this time.

Rob Love has weighed in on this issue and has decided to use the labels as follows:

- ◆ The 6x8 is to be placed on the fence at your bulk plants.
- ◆ The 3x4 is to be placed on any tank that is used at a commercial account, do **NOT** use on domestic accounts
- ◆ The curved bottle label is to be placed only on new cylinders that we sale.

These instructions are subject to change, but as of now we are to follow the above instructions.

If you have any questions, please call or e-mail Gene Maddox.

APRIL 2016 SAFETY MEETING

Inspecting and Labeling Cylinders

Spring has begun 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 re-qualifications

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 opening of relief valves may be 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 over filling prevention device, an OPD. OPD cylinder valves are distinctively marked and are equipped with a unique hand wheel, a modified triangle, to make identification easier. The "OPD" marking is molded into the hand wheel and the valve body.

Valves 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 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 with 5 years of the marked date.

Cylinders that are out of qualification 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 question 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 will 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 direction 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.

APRIL 2016
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: _____

Mail or fax this sheet only to: Lampton-Love Inc.
Gene Maddox/Lynn Eldridge
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