



LAMPTON-LOVE, INC.

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Date: April 4, 2017
To: All Branch Managers
From: Gene Maddox *GM*
Safety Director
Subject: Branch Office Monthly Safety Meeting – April 2017

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 it 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 Records 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 2017. You may add topics, but please document the following topics:

1. News Briefs!!! (Inspecting and Labeling Cylinders)
2. Safety Meeting: (Hazardous Communications/SDS)

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 should 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)

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 regulation 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 requalifications

If any of these conditions are found, identify the cylinder and set it aside in a designated safe area per our 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 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 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 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 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 (4) 20lb. grill cylinders, up to three (3) 30lb. cylinders, and up to two (2) 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.

APRIL 2017 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 & 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 SDS's to make certain that each chemical listed in Section 3 has an 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 sign the attached Annual Training verification and keep your original of this on file or in the back of the training manual.

APRIL 2017
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Inspecting and Labeling Cylinders: _____
2. Hazardous Communications/SDS _____
- _____
- _____
- _____

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 regulation and curriculum for this monthly safety meeting.

Instructor's Signature: _____

E-Mail or fax this sheet only to: Lampton-Love, Inc.

Gene Maddox/Lynn Eldridge

Date: _____

P. O. Box 1607, Jackson, MS 39215-1507

Fax #:601-933-3420

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

HAZARDOUS COMMUNICATIONS, SDS

Company Name: _____

Date: _____ Manager: _____

I HEREBY CERTIFY THAT I HAVE REVIEWED THE HAZARDOUS COMMUNICATIONS, 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 _____
