



LAMPTON-LOVE, INC

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Date: April 10, 2019

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – April 2019

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 2019. You may add topics, but please document the following topics:

1. News Briefs!!! (Mobile Crane Safety: Rigging)
2. Safety Meeting: (Mobile Crane 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 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)

Mobile Crane Safety: Rigging

Proper rigging is critical to ensure a safe and efficient lift of the load. Only trained and qualified personnel should attach rigging to a crane’s hook and load. Poor or improper rigging can result in personal injury, property damage, and damage to your vehicle or crane.

BASIC RIGGING HITCHES AND CONFIGURATIONS USED TO LIFT TANKS AND CYLINDERS INCLUDE:

- ◆ Life-approved chains attached to the tank’s lifting lugs are commonly used to move empty tanks.
- ◆ A double-basket hitch can be used to lift most types of above-ground tanks that have any amount of propane in them. The hitch consists of two single-basket hitches that pass under the load. When rigging a double-basket hitch, the legs of the hitches must be kept far enough apart to provide proper balance. The angle between the load and the sling should be at least 60 degrees or greater to avoid slippage. The most stable method for horizontal containers is to place the legs of the sling or strap on the outside of the tank feet.
- ◆ A double-basket hitch can be used to lift underground tanks. Since these tanks often do not have feet, they require extra caution when rigging.

BE SURE TO FOLLOW BASIC SAFETY RULES AND PROCEDURES BEFORE EVERY LIFT:

- ◆ Know the weight of the load.
- ◆ Know the center of gravity of the load. The center of gravity can easily shift when lifting containers that have liquid propane in them.
- ◆ Select a hitch that will hold and control the load.
- ◆ Ensure that the working load limit of the rigging equipment selected is sufficient for the load being lifted.
- ◆ Inspect all rigging equipment including hooks, slings, and straps being used. If slings or straps show sign of stretching, fraying, or excess wear, do not use them.
- ◆ Ensure sufficient protection of load, slings, and other rigging equipment that could be damaged during load-handling activities.
- ◆ Keep all unnecessary personnel away from the lift area.
- ◆ Lift the load a few inches off the ground, and check rigging and balance. If you are assisting the crane operator, you will need to know and provide correct signals to complete the lift.

APRIL 2019 SAFETY MEETING

Mobile Crane Safety

For the April Safety Meeting, we will watch the Mobile Crane Safety Video that is located on the Company's website.

After the manager has logged in, click the following:

- Videos

- Training/Safety Videos will open, then

- Choose "Mobile Crane Safety".

If you should have any difficulties with the video loading, please let us know.

APRIL 2019
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Mobile Crane Safety: Rigging _____
2. Mobile Crane Safety – Video: _____
- _____
- _____
- _____

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.

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

Instructor's Signature: _____

Gene Maddox/Lynn Eldridge

Date: _____

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

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