



LAMPTON-LOVE, INC

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Date: April 8, 2020

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – April 2020

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 2020. You may add topics, but please document the following topics:

1. News Briefs!!! (Reducing Slips, Trips, and Falls)
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)

Reducing Slips, Trips, and Falls

When you are confused on your work, you may miss issues that can pose potential hazards. However, a slip, trip, or fall could result in serious injury – one that may affect your ability to perform your job. By exercising precautions and staying aware of your environment and circumstances, you can greatly reduce the likelihood of such issues.

PERFORM A PERSONAL RISK ASSESSMENT EVERY TIME, AT EVERY JOB:

- ♦ Always perform a personal risk assessment for every job. This should take into account weather conditions, route and travel issues, and any special requirements of particular job sites. Examine your surroundings as soon as you arrive to know in advance if surfaces are wet or icy or if there are any other factors that could pose potential dangers.
- ♦ Follow safe practices for entering and exiting your vehicle and avoid situations where you feel your safety may be compromised. Always use three points of contact.

WATCH FOR HAZARDS:

- ♦ Watch for hazards on your path of travel. For propane drivers, these hazards are typically between the truck and the tank.
- ♦ Toys, trash, or tree branches on a customer’s premises can cause problems, especially in the winter season. Be aware of hazards under snow that cannot be seen easily.
- ♦ When you are at a commercial or construction site, be cognizant of trash, scrap materials, or unseen surfaces. Conduct a personal risk assessment and make sure your path is clear before you make the delivery.

Discuss any hazards that need to be cleared with the customer. If the customer is not at home during the delivery, contact your supervisor about how to proceed.

WEAR APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE):

- ♦ Be aware of hazard issues and respond accordingly. If you often encounter slippery surfaces, make sure you wear shoes with slip-resistant soles.
- ♦ If your locations necessitate work boots, keep your boots in good repair. Check them often to ensure your soles provide for adequate traction. Replace any footwear that is worn or tattered.
- ♦ To prevent slips, trips, and falls in winter conditions, wear ice cleats. They easily stretch to fit over your shoes or boots and give you more traction on the ice and snow.

APRIL 2020 SAFETY MEETING

Mobile Crane Safety

For the April Safety Meeting, please watch the video on Mobile Crane Safety from the Company website. The platform for the training videos has been moved to a YouTube base. You will still access the videos through the company website but once you choose a video and click on the link, it will automatically take you to YouTube to that video.

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 2020
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Briefs: Reducing Slips, Trips and Falls
2. Safety Meeting: 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.

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 #: 601-933-3417