



LAMPTON-LOVE, INC

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Date: April 6, 2022

To: All Branch Managers

From: Gene Maddox,
Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – April 2022

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 2022. You may add topics, but please document the following topics:

1. News Briefs!!! (Distracted Driving Awareness Month)
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 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)

Distracted Driving Awareness Month

Driving is the single most dangerous thing that most people do every single day and distracted driving is a leading contributor to vehicle-related injuries and deaths. According to the National Highway Traffic Safety Administration:

- 💧 Nine people in the United States are killed every day in crashes that are reported to involve a distracted driver.
- 💧 More than 420,000 people are injured in crashes involving a distracted driver each year.
- 💧 About 1 in 5 of the people who die in crashes involving a distracted driver are not in vehicles – they are walking, riding their bikes or otherwise outside a vehicle.

You may not employ a mobile workforce, but you have employees who drive to and from work each day. It makes sense then to address the issue of distracted driving in your workplace. By doing so, you’ll be acting to reduce injuries and save lives.

APRIL 2022 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 specific procedures. Customers are often not aware of cylinder inspection and requalification requirements, and you may have to refuse to fill their cylinder. You have no idea what happened to the container prior to its arrival for refilling.

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, **DO NOT FILL the cylinder.**

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.

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 dust 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. 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 10 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 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 direct communication with the vapor space at all times." All cylinders and appurtenances are determined to be leak free.

APRIL 2022
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: Distracted Driving Awareness Month _____
2. Safety Meeting: Inspecting and labeling Cylinders _____

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