



LAMPTON-LOVE, INC

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**Date:** April 14, 2023

**To:** All Branch Managers

**From:** Kelly Meeks  
Safety Director

**Subject:** Branch Office Monthly Safety Meeting – April 2023

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 Mathis.** *Please keep the original for your records.*

**NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are 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 2023. You may add topics, but please document the following topics:

Safety Meeting: (1. Vehicle Usage Policy, 2. Buffer Cylinder Safety Notice)

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

## **APRIL 2023 SAFETY MEETING**

### **Vehicle Usage Policy**

The following "Vehicle Usage Policy" pertains to all employees who operate ANY company owned vehicle. Company owned vehicles and/or those used by employees on company time must be operated in a safe and economical manner.

The following guidelines should be strictly adhered to:

1. Operate vehicles in a manner consistent with the state and federal regulations and laws. Operating any vehicle outside of the prescribed driving laws may result in forfeiture of all driving privileges as well as disciplinary action up to and including termination. Seat belts are required, and you are expected to follow the rules of the road.
2. The employee is not to give permission for non-employee to ride along in any company owned bobtail and/or service truck.
3. Texting on hand-held mobile phones is strictly prohibited.
4. Using at least one hand to hold a mobile telephone to conduct a voice communication is strictly prohibited.
5. No person may smoke or carry a lighted cigarette, cigar, or pipe on or within 25 feet of our motor vehicles (if used to transport hazardous materials – this includes: bobtails, cylinder trucks, knuckle booms or service trucks).



1000 Corporate Centre Drive • Suite 300  
Franklin, TN 37067 • Phone: 615-370-3933  
[www.manchestertank.com](http://www.manchestertank.com)

April 3, 2023

### **BUFFER CYLINDER SAFETY NOTICE**

It has recently come to our attention that buffer cylinders manufactured by Manchester from 1998 through 2021 may have been equipped with OPD valves that do not function properly. The float at the base of the OPD may not be in the correct orientation. As a result, on some of the buffer cylinders the orientation of the float can result in the float contacting either the dip tube or cylinder wall during the filling process. If this occurs, the OPD will not prevent the overfilling of the cylinder. An overfilled cylinder can lead to the unintended release of fuel which, if ignited, may result in injury, death and/or property damage.

The OPD is not to be relied upon in filling the buffer cylinders (NFPA 58 Sec. 7.4.4.1, 2020 Edition). The cylinders are to be filled by weight or by use of the fixed liquid level gauge. The OPD is a backup safety device only. However, if it is determined that the OPD is not functioning, please contact Frank Lane at Manchester ([frank.lane@mantank.com](mailto:frank.lane@mantank.com)) to obtain a replacement valve. Manchester will supply a replacement valve at no cost if the cylinder is still within Manchester's 3-year warranty. If the cylinder is no longer within the 3 year warranty, Manchester will provide a replacement valve at Manchester's cost.

**APRIL 2023**  
**MONTHLY SAFETY MEETING**  
**MINUTES & ATTENDANCE RECORD**

Company Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_ Time Started: \_\_\_\_\_ Time Finished: \_\_\_\_\_

Instructed By: \_\_\_\_\_ Number Attending: \_\_\_\_\_

**Subject Covered and Comments:** Safety Meeting:

1. Vehicle Usage Policy, \_\_\_\_\_
2. Buffer Cylinder Safety Notice \_\_\_\_\_

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:

LLSafety@lamptonlove.com

Date: \_\_\_\_\_

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

Fax #:601-933-3417