



LAMPTON-LOVE, INC

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Date: April 4, 2024
To: All Branch Managers
From: Kelly Meeks
Safety Director 
Subject: Branch Office Monthly Safety Meeting – April 2024

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 a copy to Lynn Mathis or LLSafety@lamptonlove.com. 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 2024. You may add topics, but please document the following topics:

Important Information for Filling 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

APRIL 2024 SAFETY MEETING

Important Information for Filling Cylinders

- Be aware of ignition sources such as a person smoking, an internal combustion engine, and static electricity.
- Always know where the system's Emergency Shutdown Device is.
- Vertical cylinders with 4 to 40 lb. capacity must be fitted with an OPD (overfill prevention device) and will have a handwheel that resembles a triangle.
- All DOT markings and ID codes/dates must be legible to fill the tank.
- All cylinders must be requalified within 12 years. Cylinders that are out of qualification must NOT be refilled.
- A pre-fill visual inspection should always be conducted.
- A consumer information or warning label must be on all cylinders of 100 lb. or less.
- Closed bodied vehicles like passenger cars and vans are limited to 90lb propane capacity with no single container having a capacity greater than 45lb.
- The propane capacity of a cylinder is 42% of the water capacity, or $WC \times .42$. Add the tare weight and propane capacity together to determine the total fill weight of the cylinder.
- One way to know a cylinder is suited for propane is the DOT number on the collar will begin with the number 4.
- Cylinders must be transported upright and secure.
- We DO NOT fill judging only the fixed maximum liquid gauge.
- Venting or bleeding off pressure in a cylinder should be done at least 25 feet from an open flame, smoking area, and electrical tools, at least 35 feet from any metal cutting, grinding, or welding, and at least 15 feet from any internal combustion engine.

APRIL 2024
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:

Important Information for Filling 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: _____

Date: _____

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

Kelly Meeks/Lynn Mathis -- LLSafety@lamptonlove.com

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

Fax #:601-933-3417