



LAMPTON-LOVE, INC.

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Date: August 5, 2014
To: All Branch Managers
From: Gene Maddox 
Subject: Branch Office Monthly Safety Meeting – August 2014

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 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 Record 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 August 2014. You may add topics, **but please document the following topics:**

1. Safety Meeting: (Fire Extinguishers)
2. News Briefs!!! (Pre-Transfer Procedures)

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 may 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

AUGUST 2014 SAFETY MEETING

Fire Extinguishers Part 1

The portable fire extinguisher, one of the most common fire protection appliances in use today, is found in fixed facilities and on propane vehicles. A portable fire extinguisher is excellent to use on incipient (beginning) fires. In many cases, a portable extinguisher with a trained operator can extinguish a small fire before the fire department arrives. This month we will cover the requirements, rating system and inspection of a portable fire extinguisher. In September, we will conclude with the proper usage of portable fire extinguishers.

Occupational Safety Health Act (OSHA) requirements state that employees must have fire extinguisher training yearly. Department of Transportation (DOT), NFPA 58, state and local authorities require propane vehicles to carry at least one portable fire extinguisher with a minimum capacity of eighteen pounds of fire chemical with a B:C rating. NFPA 10 and state and local codes require that fire extinguishers be inspected annually for serviceability and recharged and/or repaired as necessary. NFPA 10 also requires monthly visual inspections of all fire extinguishers. The rules and regulation of the Alabaman Liquefied Petroleum Gas Board, in section 530-X-2-.04 (m), state that each cylinder filling station should be provided with at least one twenty (20) pound portable fire extinguisher of the dry chemical type B:C rated. DOT requires that extinguishers be inspected as part of your pre-trip.

Portable fire extinguishers are classified according to the types of fire (A, B, C & D) for which they are intended. Class A and B extinguishers are also rated according to performance capability, which is represented by a number. The classification and numerical rating system are based on tests by Underwriters Laboratories, Inc. (UL). These tests are designed to determine the extinguishing capability for each size and type.

Class A (ordinary combustibles) extinguishers are rated 1-A thru 40-A. The Class A rating of water extinguishers is based on the amount of extinguishing agent and the duration and range of the discharge used in extinguishing test fires. For 1-A rating, 1.25 gallons of water are required. A 2-A rating required 2.50 gallons of water or twice the 1-A capacity.

Class B (flammable liquids) extinguishers are classified with numerical ratings ranging from 1-B through 640-B. The rating is based on the approximate square foot area of a flammable liquid fire that a non-expert operator can extinguish. The non-expert operator is expected to extinguish one square foot for each numerical rating of the extinguisher.

Class C (electrical equipment) extinguishers have no fire extinguishing capability tests. The Class C rating confirms the extinguishing agent will not conduct electricity and has been tested for non-conductivity. The Class C rating is assigned in addition to the rating for Class A and/or Class B fires.

Class D (combustible metals) extinguishers vary with the type of combustible metal being tested. When an extinguishing agent is determined to be safe and effective for use on a combustible metal, the details of instruction are included on the face-plate, but no numerical rating is given. Class D agents cannot be given a multipurpose rating.

Extinguishers suitable for more than one class (most are) of fire are identified by a combination of the letters A, B and/or C. The most common combinations are Class ABC, Class BC and Class AB. Any extinguisher not properly marked is not a listed unit and should not be used. The ratings for each separate class of extinguisher are independent and do not effect each other. For example, a twenty pound BC extinguisher will extinguish twenty times as much Class B fire as a 1-B extinguisher and will extinguish a flammable liquid fire of a twenty square foot area. It is also safe to use on fires involving energized electrical equipment.

Fire extinguishers must be inspected as required to ensure that they are accessible and operable. Verify that extinguishers are in their designated locations, that they have not been activated or tampered with and that there is no obvious physical damage or condition present that prevents their operation. The following should be part of every fire extinguisher inspection:

- Check to ensure the extinguisher is in the proper location and that it is accessible;
- Inspect the discharge horn or nozzle for obstruction; check for cracks and dirt or grease accumulations;
- Inspect the extinguisher shell for any physical damage;
- The operating instructions should be legible;
- Check the lock pins and tamper seals to ensure that the extinguisher has not been tampered with.
- Determine if the extinguisher is full of agent and fully pressurized by checking the pressure gauge;
- Check the inspection tag for the date of the previous inspection, maintenance or recharging;
- During inspection, an old practice of removing the dry chemical extinguisher from its mounting brackets and inverting it to keep the agent from caking may be used; the extinguisher should then be properly returned to its mounting brackets;

If any of the above items are deficient, the extinguisher should be removed from service and repaired in accordance with company policy.

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

Pre-Transfer Procedure

Filling propane tanks and cylinders is a routine task that sometimes is taken for granted. In this meeting we want to discuss several topics that should be considered before filling tanks and cylinders. Thousands of propane containers are filled each day without incident. However, mistakes have been made and this meeting will remind everyone of the need to perform high quality pre-transfer activities prior to each fill.

Safety Considerations Involving Tank/Cylinder Filling

Listed below are some excerpts taken directly from NFPA #58, The Liquefied Petroleum Gas code as well as other suggestions. Read and discuss with your employees the following topics:

1. Only qualified personnel are to transfer propane;
2. The qualified person must be in attendance at all times;
3. The container will only be filled after design, fabrication, inspection, markings and requalification dates (if applicable) are verified;
4. Non-refillable or single-use containers must **not** be refilled;
5. Internal combustion engines must be removed within 15 ft. of transfer;
6. Metal cutting and welding operations must not be located within 35 ft. of point of transfer;
7. Materials or components heated above the ignition temperature of propane (920 degrees F) shall be either removed from the transfer area or cooled before transfer;
8. Cargo tanks shall not be parked closer than 10 ft. to the tank being filled;
9. Air handling equipment shall not be operating within 50 ft. of transfer;
10. Transfer hoses will be inspected PRIOR to use for the following defects:
 - a. Damage to the outer cover
 - b. Kinked or flattened hose
 - c. Soft spots or bulges
 - d. Damaged or slipping couplings
 - e. Leakage
11. A dry chemical fire extinguisher with a minimum of 18 B:C rating will be within immediate reach of the operator;
12. If filling an RV, have all occupants exit the vehicle before filling;
13. Bobtail drivers must always ensure that they have on their person the truck's remote shutdown control;
14. The driver should check the operation of the bobtail's remote control shutdown within 18 hours of the 1st fill;
15. The operator will ensure that the container being filled is not overfilled.
16. Keep unauthorized personnel away from transfer operations.

Drivers and fillers must first verify that the tank/cylinder in need of filling must be approved for continued service PRIOR to starting the product transfer. Remember, filling containers is a job that has to be done correctly each and every time. One way to ensure safety is to spend a little time up front to determine the fitness of the container, the filling equipment, while at the same time ensuring you are competent to fill the container. Remember, it's too late after you start to fill to decide you shouldn't have started the fill operation in the first place!

**AUGUST 2014 SAFETY MEETING
MONTHLY SAFETY MEETING MINUTES & ATTENDANCE RECORD**

Company Name: _____

City: _____ **State:** _____

Date: _____ **Time Started:** _____ **Time Finished:** _____

Instructed By: _____ **Number Attending:** _____

Subject Covered and Comments:

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 regulations and curriculum for this monthly safety meeting.

Instructor's Signature: _____

Date: _____

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