



LAMPTON-LOVE, INC.

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Date: August 10, 2015
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – August 2015

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 2015. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Hot Weather Safety)
2. Safety Meeting: (Personal Protective Equipment)

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

NEWS BRIEFS!!!

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

HOT Weather Safety

Awareness of heat-related illness is important regardless of what climate a person lives in or how well an individual may be conditioned. The effects of overheating often go unrecognized by the victim and are not well anticipated by safety personnel.

The human body gets rid of heat through four different mechanisms, the most important of which is sweating because of the cooling effect of its evaporation. As we exert ourselves and produce excess heat, we rid that heat by turning our sweat into dissolved moisture in the surrounding air. This process requires two crucial conditions.

1. A person must have enough fluid to accommodate the losses. They must be constantly replenishing this fluid to make up for losses throughout the cooling cycle.
2. The environment must have a low humidity level to allow the fluid to dissolve. Most people don't realize the risk of heat-related illness increases with air temperature as well as the relative humidity.

Signs of Heat-Related Illness

The symptoms of heat-related illness usually start with dizziness and headache. There may be a progression to nausea and vomiting. As a person becomes more dehydrated, the body will shunt blood away from the skin to preserve vital organs. This will reduce the blood flow to the skin and markedly reduce the ability to sweat. What occurs next is a rapid rise in body temperature since there is less heat being released. This can lead to altered mental status and seizures, a condition commonly known as heat stroke.

Treatment

Treating heat-related illness starts with prevention. Steps to prevent heat-related illness included maintaining appropriate water intake prior to and during any strenuous exercise or job activity. Also, identify warm, humid conditions and avoid work or exercise during those times. If work cannot be avoided, then frequent breaks are crucial, as well as readily available fluids for rehydration. People who know they are going to be working in warm conditions should avoid caffeinated drinks prior to going to work.

If a person begins to feel the symptoms of a heat-related illness, they should be moved to an area where the air temperature is much cooler. This could be an office away from the work site or a

vehicle with an air conditioner. Their clothing should be removed to allow the skin to contact the air and facilitate the evaporation process.

There are a few simple ways to augment the reduction of heat in the body. One is to increase evaporation by spraying a cool mist on the patient and exposing the patient to moving air. This will supply the body with fluid that will evaporate and take heat with it.

Another technique commonly used is submersion of the forearms in ice water. By doing just the forearms, the body will not shiver and generate more heat. Plus, the forearms and hands have a good vascular supply to expedite heat removal.

Urgent Medical Care

Persons who become agitated, confused, or have seizures are showing signs of dangerous core temperatures. These people need to be cared for immediately and transferred to a hospital as soon as possible. The same techniques of cooling can be initiated at the scene, but should not delay transport to the hospital.

Heat-related illness can be a difficult problem to recognize. Vigilance surrounding working conditions, maintaining hydration, and good health can prevent many heat-related problems and allow people to stay productive.

AUGUST 2015 SAFETY MEETING PERSONAL PROTECTIVE EQUIPMENT

The quality of one's safety attitude typically is described in terms of behavior. A person's actions reflect the attitude. The worker who always wears the proper personal protective equipment demonstrates good safety behavior and a good safety attitude.

Using personal protective equipment (PPE) requires hazard awareness and knowledge of the equipment's purpose, limitations, and proper fit and maintenance.

OSHA in 29 Code of Federal Regulations (CFR) requires the use of personal protective equipment during operations that present the risk of injury to employees when that risk cannot be eliminated by engineering or process procedures. Under OSHA regulations, the employer is responsible for:

- Determining the use and selection of PPE;
- Training employees in the proper use and care of PPE;
- Documenting the use and employee training of PPE.

The required annual PPE training will be part of our August 2015 Safety Meeting. Pull your PPE Training Manual from the safety library and review the training with your employees. After you have conducted the training and the employee's have completed the quiz, have them sign the attached signature sheet and place it in the back of the PPE Training Manual. Then they are to sign the Safety Meeting Minutes and you return a copy to me and/or Lynn.

AUGUST 2015
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: _____

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

Gene Maddox/Lynn Eldridge

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