



LAMPTON-LOVE, INC.

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
2950 Layfair Drive • Flowood, Mississippi 39232-8822
(601) 933-3400 • Fax (601) 933-3420

Date: August 10, 2019

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – August 2019

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 August 2019. You may add topics, but please document the following topics:

1. News Briefs!!! (None)
2. Safety Meeting: (Security Plan)

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

AUGUST 2019 SAFETY MEETING

Security Plan

We are required to provide employee training every three years for our DOT Security Plan. This training will include all employees, and we want to provide this training as our August Safety Meeting. You will need to review with your employees the information in your Security Plan Binder.

Make sure you get a documented signature from each employee acknowledging the training. There will be no Safety Meeting Briefs this month being the Security Plan training will be lengthy. This document can be found in Section 1, Page 16, Receipt of Information Documentation.

When the training is completed, have employees sign the Safety Meeting Minutes and Attendance Record **along with** the Receipt of Information Documentation form. Keep your originals of these forms on file or in the back of the training manual and send a copy of each signed form to Gene or Lynn.

AUGUST 2019
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments:

1. Security Plan _____

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