



LAMPTON-LOVE, INC

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Date: August 11, 2021
To: All Branch Managers
From: Gene Maddox 
Safety Director
Subject: Branch Office Monthly Safety Meeting – August 2021

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 2021. You may add topics, but please document the following topics:

1. News Briefs!!! (Prioritizing Gas Leak and Odor Reports)
2. Safety Meeting: (Venting Systems Inspection)

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

NEWS BRIEFS!!!

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

Prioritizing Gas Leak and Odor Reports

You should always treat customer gas odor/leak reports and the necessary steps taken to investigate them, as priority service calls because:

- A customer complaint about a gas odor may indicate a leak.
- A prompt response to a gas odor call can protect both personnel and the public from the hazards caused by escaping gas.

Office personnel, delivery personnel, and other appropriate personnel can effectively and safely respond to gas odor reports by properly applying company policies and procedures.

All odor/leak calls are given top priority for dispatch to appropriate personnel or to the local emergency response agency. Consult with your supervisor for guidance on your company policy when responding to odor calls.

Treat customer gas odor reports as priority service calls. Dispatch appropriate personnel immediately if a possible leak exists.

In summary, it is our policy that an odor/leak calls takes priority over all other calls.

AUGUST 2021 SAFETY MEETING

Venting Systems Inspection

For gas appliances to operate safely and to the efficiency standard for their designs, adequate air must be provided for combustion, dilution of flue gases and ventilation. The air must be supplied from inside the building which infiltrates through the walls, ceiling joints, around doors and windows or other opening from the outdoors, or it must be supplied directly from outdoor air using specifically designed and constructed passageways. The complete gas vent installation must develop a positive flow that will exhaust all combustion gases.

One of the most important components of an appliance system is the venting system. The key word is “system”, as the design, application and materials used all work in conjunction with each other. If one of the components fail the entire system will more than likely fail.

Because parts of the venting systems are concealed behind walls and ceilings or in attics, it is not possible to inspect every portion. Your visual inspection procedures are limited to those portions that are visible. The following is a list of things to look for:

- Excessive rust or corrosion – even though constructed of galvanized pipe, over a period of time, corrosion or rust can occur. Look for soft spots or deep rusting, especially at bends, low spots or where connections are made.
- Connections should be tight and leak free – pipes and connections should not move freely with one another. Follow manufacturing instructions for assembling the vent. Pipes without locking connections should be fastened with sheet metal screws.
- Single Wall vents – these must be installed a minimum of 6” from combustibles such as wood, plywood, paneling, blinds, etc. See MFPA 54 for clarification.
- Vent Slope – unless the venting system is sloped upwards, flue gases will become trapped. It is very important that all vent pipe/connections have an upward slope of at least 1/4” for every foot in length. Avoid bends which cause resistance to the flow of combustion products. Keep horizontal runs as short as possible. The maximum length should not exceed 7 percent of the height of the vent.
- All vent pipes must be supported – to prevent vent pipes from separating or not maintaining an upward slope, they must be supported. If the vent pipe extends more than 5 feet above the roof level, it must be securely guyed or braced.
- Venting penetrates the roof – the inspection should verify that the vent flashing and terminating cap are in place. These should comply with manufacturer’s instructions and NFPA 54.

Once the inspection is complete, a draft test should be done on appliance equipped with draft hoods.

- Turn on the gas appliances
- Close all doors and windows

- Turn on the bath exhaust fan and the kitchen exhaust fan if it is vented outside the kitchen
- Allow the appliances to operate for 5 minutes
- After striking a match, blow it out and while it is smoking hold it near the draft hood opening. If the smoke is drawn into the opening, the vent is performing properly. If the appliance will not draw or any of the above conditions exist, you must remove the appliance from service, re-inspect and correct the problem.

All work should be done according to manufacturer's instructions and the National Fuel Gas code (NFPA 54). Remember: if what you can see looks bad, the part you can't see may be worse.

AUGUST 2021

MONTHLY SAFETY MEETING

MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Briefs: Prioritizing Gas Leak and Odor Reports _____
2. Safety Meeting: Venting Systems Inspection _____

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.

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

Instructor's Signature: _____

Gene Maddox/Lynn Eldridge

Date: _____

P. O. Box 1607, Jackson, MS 39215-1507 Fax #: 601-933-3417