



LAMPTON-LOVE, INC

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Date: August 16, 2022
To: All Branch Managers
From: Gene Maddox, 
Kelly Meeks 
Safety Director
Subject: Branch Office Monthly Safety Meeting – August 2022

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 Mathis.** *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 2022. You may add topics, but please document the following topics:

1. News Briefs!!! (Toolbox Talk: Ginder Incident)
2. Safety Meeting: (Back to School Safety – **Avoid School Zones When Possible**)

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)

Toolbox Talk – Grinder Incident



Incident

An employee was replacing a disc on an electric grinder. The grinder was still energized (plugged in), and the safety guard was not in place. The grinder slipped, engaging the trigger switch, which resulted in the grinding wheel cutting the employee's top left index finger.

Corrective and Preventive Action

- 💧 De-energize handheld power tools prior to performing maintenance or replacing parts
- 💧 Make a habit of identifying hazardous energy sources
- 💧 Never modify or remove safety guards
- 💧 Take any tool out of service that is not in good working condition

AUGUST 2022 SAFETY MEETING

Back to School Safety – AVOID SCHOOL ZONES WHEN POSSIBLE

With school back in full swing, now is a good time to be reminded of the best practices for driving safely in school zones.

If you can, reroute your commute to avoid school zones: We all become distracted while driving to and from work, or sometimes run late and feel the need to skirt traffic laws. Too often, we are also driving or commuting when children are walking to school. So, it is safer to simply avoid school zones altogether.

The National Highway Traffic Safety Administration (NHTSA) and other experts offer the following advice:

- ◆ **Slow down:** When driving in neighborhoods with school zones, be aware of the speed limit and follow it or drive under it.
- ◆ **Be alert:** Watch for children walking, playing, or assembling near bus stops. Often at this time of year, it is still dark outside when kids are walking to the bus or to school making it difficult to see them. Also, children arriving late for buses may suddenly dart out of nowhere, so it's wise to be extra cautious.
- ◆ **Obey school bus laws:** Drivers must follow school bus laws – regardless of which direction are traveling. Here is how NHTSA explains the laws and the proper driver behavior:

Yellow flashing lights mean the bus is about to stop to load or unload children. You should slow down and prepare to stop.

Red flashing lights and extended stop arms indicate the bus has stopped and children are getting on and off. Stop and wait until the red lights cease flashing, the extended stop arm is withdrawn, and the bus begins moving, before you start driving again.

Know the danger zones: Not all kids ride the bus so be on the lookout for children crossing unmarked intersections and roadways. In addition, pay extra attention when making right turns or at red lights – kids are small, and you can't always spot them as easily as adult pedestrians.

AUGUST 2022
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: Toolbox Talk – Grinder Incident _____
2. Safety Meeting: Back to School Safety – AVOID SCHOOL ZONES WHEN POSSIBLE _____

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/Kelly Meeks/Lynn Mathis

Date: _____

P. O. Box 1607, Jackson, MS 39215-1507

Fax #:601-933-3417