



LAMPTON-LOVE, INC.

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Date: August 10, 2020
To: All Branch Managers
From: Gene Maddox 
Safety Director
Subject: Branch Office Monthly Safety Meeting – August 2020

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 2020. You may add topics, but please document the following topics:

1. News Briefs!!! (1. Selecting Safe Delivery Routes and Protecting Property; 2. Handling Vehicle Accidents and Emergencies)
2. Safety Meeting: (Power Take-off System Safety)

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)

Selecting Safe Delivery Routes and Protecting Property

As a propane delivery driver, you are responsible for protecting people and property in the course of your job. The following tips can supplement your company’s safety plan and help you prevent any unnecessary issues.

PLANNING AND SETTING OFF ON YOUR ROUTE:

- ♦ **Plan for the issues of delivery vehicles** – know the height and weight of your vehicle and any bridges or road sections that require extra safety measures.
- ♦ **Drive with caution and vigilance** – follow all recommended instruction at railroad crossings and drawbridges and posted hazmat route signs and be prepared for any detours due to local restrictions.
- ♦ **Adjust for weather** – maintain speed appropriate for conditions. Plan if you need to change your route for easier travel and make customer appointments accordingly.

Vehicle flashers must be used at all railroad crossings and any time the vehicle is stopped except for routine traffic stops.

PROTECTING CUSTOMER LANDSCAPING, PROPERTY, AND STRUCTURES

You will encounter a variety of issues and obstacles in day-to-day deliveries and service. Understand the size and restrictions of your vehicle, and always exercise good judgment.

- ♦ Keep your vehicle on roadways, driveways, or surfaces adequate to support its weight.
- ♦ **Avoid attempting travel over small private bridges or culverts** – Park your vehicle and use a dolly to transport cylinders to the delivery location. If you’re driving a bobtail, use the full length of the delivery hose to reach across the bridge to the LP-gas containers. Be aware of landscaping/decorative items that the hose may damage when pulling it to the container.
- ♦ Close all gates after driving through to prevent loss of pets or livestock. Park in a location that allows room for other vehicles to come and go freely.
- ♦ Stay alert to the activities and movement of children and pets.
- ♦ Upon job completion, conduct a vehicle walk-around to ensure your exit path is clear. Know the locations of telephone poles and utility boxes to confirm you can clear them.

Handling Vehicle Accidents and Emergencies

Accidents and emergencies that involve propane vehicles are particularly dangerous because of the chance of a hazardous material leak or fire. Hazards can also arise from fitting problems, overfilled containers, or transportation issues and may be detected en route. It is critical that propane drivers are prepared to handle these situations in an efficient and safe manner.

HANDLING ACCIDENTS OR ISSUES WITH NO PROPANE LEAK OR A CONTAINED LEAK:

- ♦ **Move the vehicle off the road and position it for safety** – Set the parking brake, shut down the engine, activate signal flashers, set the wheel stops, check valves and containers for damage, and put out safety triangles to keep unauthorized people away from your vehicle.
- ♦ **Ensure safe conditions at the accident site** – Check for fuel spills or hazardous materials, then move and stay a safe distance away. Make sure no one is hurt and call your supervisor.

HANDLING ACCIDENTS OR ISSUES WITH A PROPANE LEAK:

- ♦ Stop, park your vehicle, and shut off your engine a safe distance from the road, other vehicles, and potential ignition sources.
- ♦ Use hazard warning signal flashers and warning triangles. However, flashers should be considered as a possible source of ignition.
- ♦ Immediately exit the vehicle, take your documents with you, and get your fire extinguisher as a preventive measure to contain non-propane fires.
- ♦ Determine if anyone is injured and assist them if you are qualified to do so.
- ♦ Move up-wind of a leak or vapor cloud, and only activate emergency shutdown devices away from the leak if it is safe to do so. Do not pass through an area with a leak or vapor cloud.
- ♦ Call your supervisor from a safe location to report the incident. Your supervisor will make the determination whether to call 911.
- ♦ Move and direct other people away from the area.

ADDITIONAL CONSIDERATIONS SPECIFIC TO YOUR VEHICLE:

With a cylinder delivery truck:

- ♦ Check the condition of the cylinders and their valves and make sure they are all still present. Also, look for any fuel spills.

With a bobtail:

- ♦ If involved in a rollover, exit if you are able to and it is safe to do so.

- ♦ You may not know the condition of the vehicle and may need to rely on emergency response personnel to assess and handle the situation. Do not move the vehicle on your own.

ADDRESSING NON-PROPANE FIRES:

- ♦ Stop your vehicle in a location away from highly populated areas or buildings, shut off the engine, exit the cab, and call the fire department.
- ♦ Use your fire extinguisher to contain small fires if it is safe to do so.
- ♦ One of the greatest risks of fire is caused by driving a flat or soft tire. Never leave a smoking tire unattended.

AUGUST 2020 SAFETY MEETING

Power Take-Off System Safety

The power take-off (PTO) system on a bobtail is perhaps the most useful, yet dangerous set on components a driver comes in contact with on a daily basis. A PTO system harnesses the power of the truck engine to drive the truck's propane transfer pump. This is typically accomplished by a gear transfer unit attached to the side of the transmission. This transfer unit turns a shaft that "drives" the transfer pump. The rotating PTO shaft is perhaps the biggest danger to the driver or other persons in the area. This meeting will discuss the dangers and safety measures all drivers should remember while working around this equipment.

Case Study: A propane transport driver in West Texas made the decision to take a closer look at an operating PTO. His light jacket became entangled and pulled him into the rotating shaft. The shaft instantaneously ripped off his left arm and part of his shoulder. His other arm received compound fractures. He lost almost half of his blood volume before he was found in the early morning hours by a deputy sheriff. Miraculously, he survived!

Notable Hazards

There are two major hazards associated with PTOs, entanglement and mechanical failure. Let's briefly discuss both.

Entanglement occurs when a person comes in contact with the rotating PTO shaft. A typical PTO shaft rotates between 540 and 1,000 rpm and it only takes 3 seconds to wrap 20 feet of rope! If your hair or a shoestring became entangled you wouldn't have any time to react. It only takes one loose thread to a few strands of hair to start the tragic chain reaction of ugly events to follow. Bruises, contusions, loss of skin and muscle mass, broken bones, scalping and even death can occur when entanglement occurs. PTO entanglement results in some of the most grievous injuries ever encountered in the workplace.

Mechanical failure occurs when some part of the PTO system fails (typically the drive shaft) and either causes personal injury to people in close proximity to the failure or subsequent damage to surrounding components such as the cargo tank. Mechanical failures can occur without injuries but the potential for widespread damage and injuries are magnified if the failure causes a propane leak.

Precautions

Listed below are some precautions that all drivers and propane employees should take when working around PTO assemblies:

- ◆ Keep a safe distance from the shaft when rotating. Never place any part of your body inside the frame rails of a bobtail during pumping operations.
- ◆ Frequently inspect the condition of the shaft's u-joints and grease them with approved grease compounds according to manufacturer's recommendations.
- ◆ Keep children and other unauthorized personnel away from an operating truck.
- ◆ Be aware of damage that could occur when driving your truck. Road debris could damage PTO components while operating on the highway. Inspect your PTO system prior to engaging it.
- ◆ Listen for odd noises coming from the PTO during operation. Peculiar noises could indicate an impending failure.
- ◆ Follow manufacturer's instructions for maintenance and adjustments.
- ◆ If your PTO shaft is enclosed inside a shielding system never remove it and make repairs as required!
- ◆ Never perform repair operation under the vehicle while the PTO shaft is operating.
- ◆ Never over speed a PTO assembly by increasing engine speed. Over speeding a PTO is dangerous and can damage sensitive components.
- ◆ Check for loose set screws that attach u-joint yokes to the PTO shaft. Typically, these screws are held in place by safety wires but wires can fail causing the set screws to loosen.
- ◆ Do not step on or lean over a PTO shaft.
- ◆ Always closely follow the manufacturer's instructions concerning how to engage and disengage a PTO assembly. PTOs that are improperly engaged or disengaged can be damaged, thereby creating a safety hazard and reducing service life.

Class Discussion

Discuss with attendees any PTO-related comments or stories that might highlight this topic. Review the care and use of the specific PTOs your company has in inventory.

Closing Comments

PTOs provide hours and hours of trouble-free operation. It's very easy to forget just how powerful and even deadly they can become if not treated with the utmost respect. The next time you find yourself working around a PTO, take that extra measure of precaution to protect yourself and others around you.

AUGUST 2020
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: A. Selecting Safe Delivery Routes and Protecting Property; B. Handling Vehicle Accidents and Emergencies _____
2. Safety Meeting: Power Take-Off (PTO) System Safety
Product _____

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: _____

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