LAMPTON-LOVE, INC

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Date: **December 8, 2014**

To: **All Branch Managers**

From: **Gene Maddox** GM

Subject: **Branch Office Monthly Safety Meeting – December 2014**

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 December 2014. You may add topics, **but please document the following topics**:

1. Safety Meeting: (Container Marking)
2. News Briefs!!! (Ladder 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 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!!!

50th 1956 2006

PROPANE
EXCEPTIONAL ENERGY

DECEMBER 2014 SAFETY MEETING

Container Marking
5.2.8

In this safety meeting we want to review NFPA 58 Codes for container marking and warning labels for D.O.T. cylinders. We have a lot of new employees that are not familiar with these codes. Also, it serves as a refresher for other employees.

5.2.8.1 Cylinders shall be marked as provided in the regulations, rules, or code under which they are fabricated.

(A) There LP-Gas and one or more other compressed gases are to be stored or used in the same area, the cylinders shall be marked "Flammable" and either "LP-Gas", "Propane", or "Butane", or shall be marked in accordance with the requirements of 49 CFR, "Transportation".

(B) When being transported, cylinders shall be marked and labeled in accordance with 49 CFT, "Transportation".

By referencing the code of fabrication for marking requirements, NFPA 58 defers to the requirements of other codes. ASME containers require a nameplate with all required markings, while DOT cylinders require stamping in the head and other markings.

The requirements of DOT regulations can be difficult to understand. Markings and labeling of cylinders have specific meanings within the context of the DOT, as the following two paragraphs explain.

Exhibit 5.13 Neck Ring and DOT Flammable Gas Label (Red). (Courtesy of LabelMaster)

Labels. Hazardous materials labels are normally printed on or affixed to cylinders containing hazardous materials. They are color- and symbol-coded to afford easy and immediate recognition of the existing hazards. Cylinders containing propane require the label to appear as a diamond with a red background and to be at least $3.9in^2$ ($2516mm^2$), unless the neck ring listed in CGA-Pamphlet 7 shown in Exhibit 5.13 is used. The "2" represents the hazard class, which is "compressed gas". Sometimes the number "2.1" will appear instead of "2". The "2.1" represents the hazard class division and denotes "flammable gas".

Markings. Markings are printed on or affixed to packages of hazardous materials such as propane cylinders to convey additional information about the hazardous material being transported. Cylinders that contain hazardous materials must be marked with the proper name of the material (either "Liquefied Petroleum Gas" or "Propane" and the shipping identification number, usually "1075" but may also be "1978").

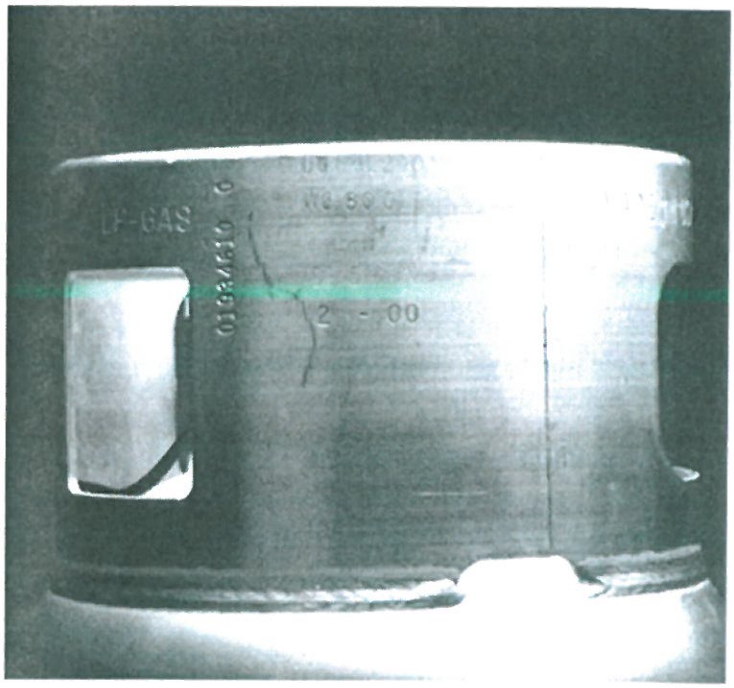
5.2.8.2* Cylinders shall be marked with the following information:

(1) Water capacity of the cylinder in pounds
(2) Tare weight of the cylinder in pounds, fitted for service.

A.5.2.8.2 The tare weight is the cylinder weight plus the weight of all permanently attached valves and other fittings but does not include the weight of protecting devices that are removed in order to load the cylinder.

Exhibit 5.14 illustrates a typical DOT cylinder marking. Note that the cylinder manufacturer's name, serial number, DT specification number, tare weight, and water capacity are shown. The date of the manufacture and the retest date are of special importance. NFPA 58 prohibits the refilling of a cylinder if the requalification or inspection date of the cylinder has passed, but does not prohibit the use of cylinders that were filled prior to the requalification date.

EXHIBIT 5.14 DOT Cylinder Marking (Tank courtesy of Worthington Cylinder Corp.)



5.2.8.3* The markings specified for ASME containers shall be on a stainless steel metal nameplate attached to the container, located to remain visible after the container is installed.

(A) The nameplate shall be attached in such a way as to minimize corrosion of the nameplate or its fastening means and does not contribute to corrosion of the container.

(B) Where the container is buried, mounded, insulated, or otherwise covered so the nameplate is obscured, the information contained on the nameplate shall be duplicated and installed on adjacent piping or on a structure in a clearly visible location.

(C) Stationary ASME containers shall be marked with the following information:
(1) Service for which the container is designed (e.g., underground, aboveground or both)
(2) Name and address of container supplier or trade name of container
(3) Water capacity of container in pounds or U.S. gallons
(4) MAWP in pounds per square inch

(5) Working that reads "This container shall not contain a product that has a vapor pressure in excess of _____psig at 100°F" (*see Table 5.2.4.2*)
(6) Outside surface area in square feet
(7) Year of manufacture
(8) Shell thickness and head thickness
(9) OL (overall length), OD (outside diameter), and HD (head design)
(10) Manufacturer's serial number
(11) ASME Code symbol
(12) Minimum design metal temperature _____°F at MAWP _____psi
(13) Type of construction "W"
(14) Degree of radiography "RT-_____"

(D) In addition to the markings required by this code, nameplates on cargo tanks shall include the markings required by the ASME *Boiler and Pressure Vessel Code* and the DOT.

This new requirement was added to make users aware that the U.S. Department of Transportation has marking requirements in the Code of Federal Regulations, Title 49, Part 178.133-17, for cargo tank motor vehicles that transport propane. In addition to the ASME nameplate provided with the tank, a specification plate must be permanently attached to the cargo tank by brazing or welding on the left side near the front, so that it is accessible for inspection. The specification plate must have the following information stamped, embossed, or otherwise marked into the metal of the plate, in characters at least 3/16 in. (188 mm) high:

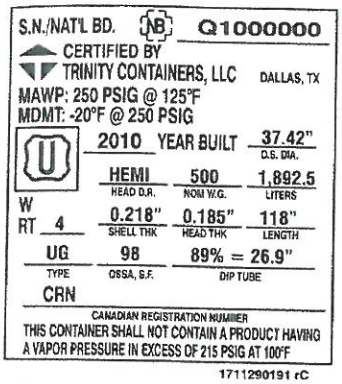
1. Cargo tank motor vehicle manufacturer (CTMV mfr.)
2. Cargo tank motor vehicle certification date (CTMV cert. date)
3. Cargo tank manufacturer (CT mfr.)
4. Cargo tank date of manufacture (CT date of mfr.), month and year
5. Maximum weight of lading (Max. Payload), in pounds
6. Lining materials (Lining), if applicable
7. Heating system design pressure (Heating sys. Press.), in psig, if applicable
8. Heating system design temperature (Heating sys. Temp.), in degrees Fahrenheit, if applicable
9. Cargo tank serial number (CT serial), assigned by cargo tank manufacturer, if applicable

All plates must be maintained in a legible condition.

A.5.2.8.3 Head design refers to the shape of the head. Shapes include hemispherical, semi-ellipsoidal, and others. (*Refer to the API-ASME Code for Unfired Pressure vessels for Petroleum Liquids and Gases for more information.*)

The container nameplate, as shown in Exhibit 5.15, must be stainless steel and must be attached to the container in order to eliminate the possibility of corrosion to the nameplate, fasteners, or the container. Container corrosion can occur if water is trapped between the nameplate and the container. The nameplate Is usually attached to the container using a continuous stainless steel weld around the nameplate to comply with the requirement in 5.2.8.3(A) that the attachment not contribute to corrosion of the container. Because the ASME Code requires the nameplate to be attached to a container, the need for this provision is consistent with the long service life of propane containers. This requirement exceeds the ASME Code requirements, which do not specify how the nameplate is attached. This provision is not in conflict with the ASME Code, but it is important to be aware of the provision if ordering a propane container from a fabricator that does not normally fabricate propane containers.

Exhibit 5.15 Optional Container Listing on Container nameplate (Courtesy of Trinity Containers, LLC)



This requirement was added to NFPA 58 in the 1989 edition. Tanks built under previous editions of the code typically had painted steel nameplates that were attached to the container by tack welds at the corners of the nameplate. Corrosion led to name plates falling off the container and often being lost. As the ASME Code requires an original nameplate, such containers could no longer be used as propane tanks.

Can a container without a nameplate by used in LP-Gas service?

Nameplates provide the operating parameters used in the design of the container and information of the materials used. If the nameplate is missing, the container cannot be used as a pressure vessel. If the manufacturer is still in business, and records of the container construction are available, it is relatively easy to obtain a replacement nameplate. If the manufacturer is no longer in business, it is more difficult or may even be impossible to obtain a replacement nameplate.

Some states also have their own rules for attaching a replacement nameplate. These nameplates might not be recognized outside of the state that did the replacement.

The rules of the National Board of Boiler Inspectors restrict who may attach a replacement nameplate. The AHJ must be involved and approve and, possibly, witness the attachment.

The requirement for a nameplate in the ASME Code is of great importance, and removal of a nameplate for any reason is not permitted. When repainting ASME containers, the nameplate should be taped over to prevent obscuring the markings on the nameplate. If it is intended to remove a nameplate temporarily for container painting, contact the National Board of Boiler and Pressure Vessel Inspectors to determine whether and how it can be done.

The provisions for buried or mounded tanks in 5.2.8.3(B) require that duplicate nameplate information be provided in a visible location if the original nameplate is obscured. This additional marking permits verification of the container nameplate information without digging up an underground container, which could damage the container; the protective coating; or a cathodic protection system, if one is used.

The information required by 5.2.8.3(C)(12) through 5.2.8.3(C)(14) was revised in the 2004 edition and was inserted to make the requirement of NFPA 58 consistent with the manufacturers' requirements in the ASME *Boiler and Pressure Vessel Code* [1]. Containers manufactured prior to this edition of NFPA 58 are not required to display this new information on the nameplate.

5.2.8.4 Warning labels shall meet the following requirements:

(1) Warning labels shall be applied to all cylinders of 100 lb (45.4 kg) propane capacity or less that are not filled on-site.
(2) Warning labels shall include information on the potential hazards of LP-Gas.

The requirements in 5.2.8.4 recognize the need to provide warning to users who are not familiar with the properties and potential hazards of propane. A variety of labels address various container sizes and uses. Exhibits 5.16 and 5.17 show examples of different types of warning labels. This requirement was clarified in the 2008 edition by deleting "LP-Gas capacity" and substituting "propane capacity" as propane and butane, which are both LP-Gases, have different densities and therefore different weights for a full cylinder of the same volume. The term filled on site means filled at the usage site and typically applies to cylinders permanently installed at buildings that are filled by a propane delivery truck (bobtail). Cylinders that are filled on site do not require a warning label because the consumer does not handle or install the cylinder.

What kind of warning label is needed on a propane tank?

Warning labels are required only on portable cylinders of 100 lb propane capacity (45.4 kg water capacity) or less, because these are the containers that are most likely to be used by consumers of gas who may not be familiar with the hazards associated with LP-Gas. Larger cylinders are assumed to be handled only by propane companies, although this may not be the case universally.

Exhibit 5.16 – Sample Warning label Intended for Gas Grill cylinders. (Courtesy of Screen Graphic of Florida)

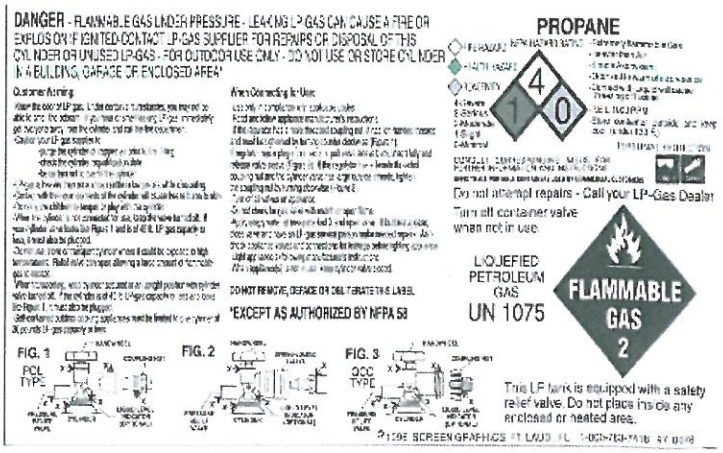
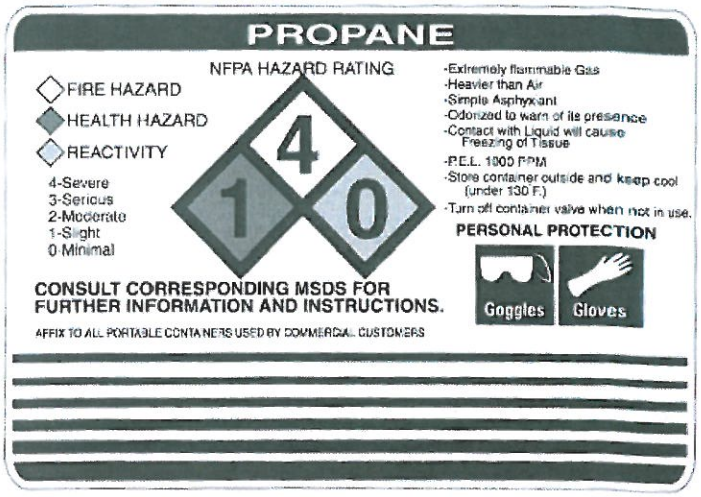


Exhibit 5.17 – Sample Warning label Intended for Use on cylinders in Commercial or Industrial Service (Courtesy of Screen Graphics of Florida)



The code does not specify the text of a label. The label must include information on the potential hazards of LP-Gas as well as other information. Many labels include a warning that the cylinder must not be brought into buildings. This is true for most cylinders, but not all. In accordance with Section 6.19 certain cylinders may be brought into buildings. A warning stating that the cylinder may not be brought into buildings should not be placed on such cylinders. Although this may seem obvious, problems have arisen when inspectors have found cylinders that are permitted by Section 6.19 to be used in buildings that have labels stating that they must not be used in buildings. This situation occurs because the most common size of propane cylinders is 20 lb (9.1 kg) and their most common use is with gas grills. Cylinder manufacturers usually provide a warning label that anticipates the use of the cylinder with gas grills, unless otherwise specified.

Can the warning label required for cylinders of 100 lb (45kg) or less be applied on an enclosure holding the cylinder or on another cylinder cover?

The code does not specify the form of the label, only that is be applied to the cylinder. Applied means "to put on". Therefore, the label can be glued to the container or be attached by a mechanical means such as a plastic strip. If the label is not on the cylinder, but on an enclosure holding the cylinder, or on a cylinder cover or other container, it has not been applied to the cylinder and does not meet the requirement of 5.2.8.4. Therefore, if a decorative cover or plastic sleeve is used to cover a cylinder, the required label must be on the decorative cover, in addition to the label on the cylinder, as the warning must be visible to anyone using the cylinder.

NEWS BRIEFS!!!

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

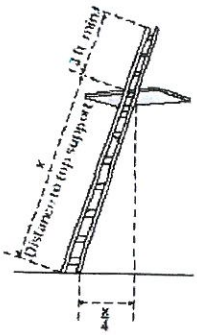
Please see the following ladder safety suggestions:

OSHA QUICK CARD

Portable Ladder Safety

Falls from portable ladders (step, straight, combination and extension) are one of the leading causes of occupational fatalities and injuries.

- Read and follow all labels/markings on the ladder.
- Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing (see diagram).
- Only use ladders and appropriate accessories (ladder levelers, jacks or hooks) for their designed purposes.
- Ladders must be free of any slippery material on the rungs, steps or feet.
- Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- Do not place a ladder on boxes, barrels or other unstable bases to obtain additional height.
- Do not move or shift a ladder while a person or equipment is on the ladder.
- An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support (see diagram). Do not stand on the three top rungs of a straight, single or extension ladder.
- The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface (see diagram).
- A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- Be sure that all locks on an extension ladder are properly engaged.
- Do not exceed the maximum load rating of a ladder. Be aware of the ladder's load rating and of the weight it is supporting, including the weight of any tools or equipment.



For more information:

OSHA® Occupational Safety and Health Administration
U.S. Department of Labor
www.osha.gov (800) 321-OSHA

OSHA 3246-09N-05

DO'S AND DON'TS OF LADDER CLIMBING

Smart ladder users are safe climbers

Ladders are such common everyday tools that many workers take them for granted. As you read the safety guidelines, you may say: "I know that, that's just plain common sense." You can avoid a ladder injury if you think before you act and use ladders correctly. Your work will be easier and more productive, too. Ladder related injuries are preventable, if you think before you climb.

THE "RIGHT" WAY TO USE A LADDER

RIGHT

Properly set-up and use the ladder in accordance with safety instructions and warnings. Wear shoes with non-slip soles.

RIGHT

Center body on the ladder and keep belt buckle between the rails while maintaining a firm grip.

RIGHT

Haul materials with a line rather than carry them up an extension ladder. Use extra caution when carrying anything on a ladder.

RIGHT

Climb facing the ladder, move one step at a time and firmly set one foot before moving the other.

RIGHT

Have another person help with a heavy ladder. Have another person hold the ladder while you are working on it.

RIGHT

Move materials with extreme caution so as not to lose balance or tip the ladder.

THE "WRONG" WAY TO USE A LADDER

WRONG

DON'T stand above the second step from the top of a stepladder or the fourth rung from the top of an extension ladder.

WRONG

DON'T climb a closed stepladder. DON'T climb on the back of a stepladder. DON'T stand or sit on a stepladder top or pail shelf.

WRONG

DON'T climb a ladder if you are not physically and mentally up to the task.

WRONG

DON'T place the base of an extension ladder too close to or too far away from the building.

WRONG

DON'T over-reach, lean to one side or try to move a ladder while on it. Climb down and then reposition the ladder closer to your work.

WRONG

DON'T exceed the maximum load capacity or duty rating of a ladder. DON'T permit more than one person on a single-sided stepladder or an extension ladder.

DECEMBER 2014 SAFETY MEETING
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:_____

E-mail or fax this sheet only to: Lampton-Love Inc.
Gene Maddox/Lynn Eldridge
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Jackson, MS. 39215-1607
Fax #: 601-933-3420