LAMPTON-LOVE, INC

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Date: **December 1, 2015**

To: **All Branch Managers**

From: **Gene Maddox**

Subject: **Branch Office Monthly Safety Meeting – December 2015**

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 2015. You may add topics, **but please document the following topics**:

1. News Briefs!!! (FALL Back on Your Professional Driving Basics)
2. Safety Meeting: (Safety Advisory: Remote Shutoff Notice)

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 ANNIVERSARY 1956 2006

PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

FALL Back On Your Professional Driving Basics

Another fall season has come and the daylight hours are getting noticeably shorter, leaves are starting to turn to beautiful fall colors and temperatures are just a little cooler than they have been.

There are some adjustments we need to think about in our driving during this season. Fall typically gives us a little time to adjust to the gradual changes in light conditions, cooler temperatures and traffic patterns. Normally in the fall, the vacation travelers have gone home and we probably won't see much of them until the holiday season starts.

We do have those big yellow and black, slow moving vehicles to contend with. School buses are rolling reminders that the young people are back in school and those school zones that have been closed for the last few months have opened again. School zones have reduced speed limits and drivers must proceed with caution. Some older students may be driving themselves to school and be in their own motor vehicle for the first time. They are not experienced or skilled and might take unnecessary chances just to impress their friends. These young drivers are more prone to distraction due to cell phones, texting and tweeting. Give them an extra wide berth and hopefully they will have a safe school year.

The cooler temperatures and reduced daylight means that extra time is needed for pre-trip inspection and end of trip write-ups so that the equipment stays in good condition. Report, repair and replace any defective light, reflectors or reflective tape on your unit. The heater and defroster system will be needed soon, so make certain they are operating properly.

With winter weather not far away, be sure your windshield wipers and washer are in good condition. To drive safely you need to see and be seen by others. The condition of your tires is critically important to a safe trip. Proper tread depth and proper inflation are crucial to having a safe trip. If you are dropping a trailer, be sure to conduct an end of trip inspection and report any defects so that repairs can be made prior to another driver pulling it.

Fall reminds us to check the weather and road conditions frequently as we travel so we can be prepared for hazardous road conditions. There are many ways to monitor weather conditions; weather channels in truck stops and fuel stops, weather information electronic billboards and now smart phones and computers have weather applications on them.

These changing conditions also mean that we need to be at our best, including proper rest and preparation for the trip. Healthy eating, quality sleep and some type of exercise will help keep you alert and refreshed as you travel.

Fall is a great time of year. Take the time to make the necessary adjustments to help you stay safe and productive.

Drive Safely! Drive Responsibly!! Drive Professionally!!!

DECEMBER 2015 SAFETY MEETING

Safety Advisory: Remote Shutoff Notice
Emergency Discharge Control Equipment Installation on Cargo Tank Motor Vehicles Resulting in the Potential Loss of Vehicle Control

The Federal Motor Carrier Safety Administration (FMCSA), in conjunction with the Pipeline and Hazardous Materials Safety Administration (PHMSA), is issuing this safety advisory to provide notice of emergency discharge control equipment connected to and installed on cargo tank motor vehicles, which when improperly installed, do not operate correctly and can result in total loss of power to the cargo tank motor vehicle.

Investigations conducted by PHMSA and the Railroad Commission of Texas identified cargo tanks in metered service transporting liquefied compressed gas to have improperly installed emergency discharge control equipment. Use of the improperly installed devices has resulted in unintentional shut down of the motor vehicle while in motion, resulting in loss of motive power, steering and braking functions.

Such loss of power poses an inherent risk to the driver of the cargo tank motor vehicle, the general public, property, and the environment. To reduce the likelihood of incidents involving unintentional shut down of motor vehicles in motion, owners and operators of motor vehicles with these emergency discharge control equipment should inspect the devices to ensure that they are installed properly and do not shut off the vehicle(s) while in motion. If not, the device must be refitted, and then inspected and certified by a Registered Inspector.

Emergency discharge control equipment should be unique to a particular cargo tank's internal self-closing valve. Use of a system that can be operated by more than one wireless transmitter/receiver is not advisable. Additionally, activation of the emergency discharge equipment should not be able to shut off the motor vehicle while it is being driven. **Emergency discharge control equipment installed prior to July 1, 2001, must be inspected and certified by a Design Certifying Engineer. An improperly installed device identified during required periodic annual inspections, must result in a failed inspection until the problem is corrected, and the device is properly inspected and certified.**

It is recommended that motor carriers operating cargo tanks in liquefied petroleum gas service and cargo tank inspection facilities inspecting cargo tanks with emergency discharge control equipment conduct thorough inspections to ensure that the emergency discharge control equipment malfunction does not occur.

The best way to check for the above malfunction is to have the driver drive slow on the store's drive way and activate the remote control and see if it kills the truck while in motion. List the truck number of each bobtail tested and indicate yes or no if the remote in working properly.

Truck #	Remote functioning properly
1. _____	Yes No
2. _____	Yes No
3. _____	Yes No
4. _____	Yes No
5. _____	Yes No

Please return this completed sheet along with the Monthly Safety Meeting Minutes and Attendance Record.

DECEMBER 2015
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:_____

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