



LAMPTON-LOVE, INC.

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Date: December 6, 2016
To: All Branch Managers
From: Gene Maddox *gm*
Safety Director
Subject: Branch Office Monthly Safety Meeting – December 2016

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 December 2016. You may add topics, but please document the following topics:

1. News Briefs!!! (Holiday Traffic Safety Tips)
2. Safety Meeting: (Vehicle Parking and Security)

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)

Holiday Traffic Safety Tips

Plan your trip in advance

Before you leave your driveway, make sure you adjust your mirrors, tune your radio and set your GPS. Doing these things before you drive away from your home allows you to focus full time on these tasks.

Buckle that belt

If you are in a crash and thrown from the vehicle, you have a 75% chance of being killed. The National Safety Council estimates 165 lives may be saved simply because they chose to wear a seatbelt. Seat belts are the safety thing you can do in your car. Everyone in the car should wear one so you all arrive at your destination safely.

Avoid distractions

With the number of people traveling during Thanksgiving and Christmas, you will have enough to worry about just simply driving. So, don't add your phone into the mix. Make your focus the primary tasks associated with driving, like steering, acceleration and braking. Here are some additional tips from Virginia DMV. Remember, 80% of crashes and 65% of near crashes are caused by a distracted driving incident. The best advice: **Driving distractions can be deadly, so buckle up, phone down!**

Take care of your car

When is the last time you checked the air in your car's tires, or changed the oil? If these things have been on your "to do" list for a while, take care of it before the big trip. That way, if there are bigger issues, your mechanic can advise you before you have problems that delay your arrival or leave you stranded.

Don't be in a hurry

Finally, pack your patience. You know you'll encounter lots of traffic and delays. There's always a chance the trip could take longer than expected. If possible, leave early. Always be a courteous driver, avoid blaring your horn, following too closely or cutting off other drivers. You'll enjoy the trip more if you arrive relaxed and calm.

DECEMBER 2016 SAFETY MEETING

Vehicle Parking and Security

As a propane delivery driver, you must follow NFPA 58 and DOT regulations to ensure the safety and security of your vehicle. The following Safety Talk reinforces these rules, offering guidance on where to park, as well as practices to avoid theft, vandalism, abuse, or other issues.

WHEN PARKING INDOORS AT PUBLIC GARAGES OR BUILDINGS:

Before parking your vehicle in a public garage or other building, ensure that:

- ◆ All liquid propane is purged from the cargo tank, piping, pump, meter, hoses, and other equipment.
- ◆ All portable propane containers are removed from the vehicle.
- ◆ The vapor pressure in the piping, pump, meter, delivery hose, and related equipment is reduced to approximately zero.
- ◆ All valves are closed, and the delivery hose or valve outlets are plugged or capped.

WHEN PARKING INDOORS AT NON-PUBLIC BUILDINGS:

Before parking indoors at a non-public building – including a bulk plant, ensure that:

- ◆ The building is constructed in accordance with NFPA 58.
- ◆ The premises are under the control of the operator [owner] of the vehicle.
- ◆ Floor-level ventilation is provided in all parts of the building where vehicles are parked.
- ◆ Primary shutoff valves on the cargo tank and other containers are closed, and the delivery hose outlets are plugged or capped [except the engine fuel container].
- ◆ Propane containers have been gauged or weighed, no propane container will be located near a heat or ignition source, and no leaks are present.

WHEN PARKING OUTDOORS:

If your vehicle will be left unattended, such as while delivering propane, make sure that:

- ◆ It is not parked in congested areas.
- ◆ It is parked on a street adjacent to the service location and is transporting containers or cargo of 3,500 gallons water capacity or less. Stay at least 50 feet away from high-population buildings such as churches, schools, apartment buildings, or hospitals.
- ◆ It is not parked on or within five feet of the traveled portion of a public street or highway except for brief periods when the operation requires the vehicle to be parked and it is not practical to park the vehicle in any other place.

SECURITY ISSUES:

Every propane company is required to have its own detailed security plan to prevent theft, vandalism, product leaks, or fire. You can reduce potential hazards by:

- ◆ Staying with your vehicle at all times, except when performing job-related duties.
- ◆ Keeping a 100-foot, unobstructed view of your vehicle while making deliveries.
- ◆ Following your company's security and hazmat protocols, attending required security training, and understanding how to recognize and mitigate any security risks.

**DECEMBER 2016
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD**

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Holiday Traffic Safety Tips: _____
2. Vehicle Parking and Security _____

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: _____

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

Fax #: 601-933-3420