



LAMPTON-LOVE, INC.

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Date: December 7, 2017
To: All Branch Managers
From: Gene Maddox *gm*
Safety Director
Subject: Branch Office Monthly Safety Meeting – December 2017

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 2017. You may add topics, but please document the following topics:

1. News Briefs!!! (Be Prepared When Driving in Foggy Weather)
2. Safety Meeting: (Fall Back On Your Professional Driving Basics)

It is recommended that you thoroughly read/view 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)

Be Prepared When Driving in Foggy Weather

When you unexpectedly find yourself driving through dense fog, you need to respond quickly and calmly to adjust to the sudden loss of visibility. Failure to do so can have tragic consequences.

According to AAA, the two most important safety measures you can take while driving in fog are to slow down and to turn on your low-beam headlights. It's critical to reduce speed to increase available reaction time. Additionally, your low-beam headlights will help you see the road more clearly. High-beam headlights, on the other hand, will increase glare in fog conditions – don't use them.

Here's some more AAA advice:

- ◆ Use your windshield wipers and defroster to increase visibility and reduce glare from oncoming vehicles.
- ◆ If your vehicle is equipped with daytime running lights, you may need to manually turn on your headlights so your taillights will also be illuminated.
- ◆ Avoid sudden stops – and remember that larger vehicles need more distance to slow down or stop.
- ◆ If you must stop, steer off the roadway as far as safely possible.
- ◆ In severe fog, emergency flashers may help increase your visibility to other drivers. (Check state laws regarding use of flashers while moving.)

The Texas Department of Insurance offers these additional tips:

- ◆ Be ready for emergency stops by other vehicles.
- ◆ If possible, drive in a “pocket” where no other vehicles are around you.
- ◆ Turn off your cruise control.
- ◆ Use the right edge of the road or roadside reflectors as a guide.
- ◆ Listen for traffic you can't see.
- ◆ Do not change lanes or pass other vehicles, unless absolutely necessary.
- ◆ Remember that other drivers have limited sight distance and that fog makes the road wet.
- ◆ Signal early. When you use your brakes, don't stomp on them.
- ◆ Watch out for slow-moving and parked vehicles.
- ◆ If you cannot see, pull completely off the road – preferably at a rest area or truck stop.
- ◆ If you pull off the road, turn on your hazard flashers immediately.

DECEMBER 2017 SAFETY MEETING

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 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 2017
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. News Briefs: Be Prepared When Driving in Foggy Weather _____

2. Safety Meeting: FALL Back On Your Professional Driving Basics _____

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 #:601-933-3417