



LAMPTON-LOVE, INC.

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Date: December 10, 2019
To: All Branch Managers
From: Gene Maddox 
Safety Director
Subject: Branch Office Monthly Safety Meeting – December 2019

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 2019. You may add topics, but please document the following topics:

1. News Briefs!!! (Navigating Parking Lots; Fall Driving Season, Managing Driving Space)
2. Safety Meeting: (Personal Risk Assessment)

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)

Navigating Parking Lots

Research shows that on average, more than, 50,000 crashes occur in parking lots and parking garages annually, resulting in 500 or more fatalities and over 60,000 injuries.

What’s more, in a 2016 poll the National Safety Council found that 66% of drivers say they allow themselves to be distracted while driving through a parking lot. Perhaps traveling at a slow speed lures drivers into a false sense of security. But the fact is, accidents happen all too often in parking lots and garages.

Navigating parking lots can be tricky. Here are four tactical tips.

Watch for Pedestrians

Parking lots can be busy, and garages can be dark, so be on alert for pedestrians. Children are especially difficult to spot as they are small and can make sudden movements such as darting in front of your vehicle.

Slow Down

There is no reason to rush when looking for a parking spot. Be cautious, slow down and take your time – it will keep everyone safer.

Find a Pull-Through Spot

In parking lots, seek out allocation where you can pull through one row of parked cars to the next. This way your vehicle ends up facing outwards, making your exit easier and safer.

Backing into Spaces

Another option is to back into a space so your vehicle’s nose is facing out. Again, the goal is to be able to exit the lot in the safest manner possible.

Fall Driving Season

The fall driving season brings increased risk of animal crossings in many areas of the country.

More drivers hit wild animals during the fall season, according to AAA – and that can mean anything from a mild fender bender to a serious collision. Deer mating season runs from October to early January. Now is a good time to be reminded how to avoid hitting a deer, and what to do if it does happen.

Experts offer the following advice for avoiding a collision with wildlife crossing:

Slow down: this provides you with a longer reaction time in the event a deer or other wild animal runs in front of your vehicle.

Heed warning signs: Many rural roads feature deer crossing signage. Be on the lookout for signs and be extra vigilant when traversing those roadways.

Be cautious at dawn and dusk: This is when there is high animal movement, but low visibility. Be extra cautious when driving in the early morning or after dark.

Use high beams: when driving at night, make sure to use your high beams, which increase viewing distance of the road ahead. They can help you spot deer in advance.

Pay attention to the side of roads: Deer and other wildlife can suddenly dart into the road, so look off to either side from time to time.

Look for shine: Anything reflective or shiny up ahead could be “eye shine” – that is, a deer looking in your direction.

Eliminate all distractions: As always, set the cell phone, coffee cup and anything else aside and stay focused on the road.

If you are caught off guard and think you are going to strike a deer, experts offer the following advice:

- ◆ Do not swerve: it's better to strike the deer than to hit a tree or pole.
- ◆ Brake firmly: but just before you make impact with the animal, take your foot off the brake, this technique reduces the risk of the deer smashing through your windshield.
- ◆ Seek help: After hitting a deer, if possible, leave your vehicle and head to a safe place on foot where you can call for help. If the vehicle is disabled or you are in a remote area, turn on your hazard lights, call the police, and keep your seat belt fastened.

Managing Driving Space

Drivers need to manage the “space cushion” around their vehicle to avoid possible collisions.

Tailgating isn't just an annoyance; it's a major danger on the roadways. In fact, some 23% of all motor vehicle accidents are rear-end collisions, according to the National Highway Traffic Safety Administration. Worse still, these types of collisions result in 950,000 injuries and 2,000 fatalities every year.

While managing driving space may seem like a simple concept, it can help you avoid tailgating collisions and other hazards.

Always keep the appropriate distance between your vehicle and those around you. It's what experts refer to as a “space cushion”. Whether moving, parking or stopping, drivers should understand that an appropriate space cushion will keep you, and other drivers, safer while on the road.

Experts suggest that drivers use the following three elements for creating and managing their space cushion.

Speed Control

Drivers should make it a practice to look far up ahead at the road in front of them. By seeing traffic lights in advance, a motorist is in a better position to coast instead of abruptly stopping and starting. This helps maintain space around the vehicle.

When stopping behind a crosswalk or another vehicle, drivers should always leave 15 feet of space or at least one car length.

Lane Positioning

Always place your vehicle in what is referred to as the “lane of least resistance”. Essentially, this is the lane that offers the driver the best visibility with the fewest hazards.

However, drivers will have to change lanes from time to time. That's why it is imperative to keep ample distance – a comfortable space cushion- at all times. For example, if you have a tailgater behind you, you'll want to have plenty of space to move out of his way.

When considering lane positioning, also bear in mind that it's never wise to drive in clusters or packs. When vehicles get lumped together too closely it limits your options to react in the event of roadway debris or unexpected moves by other drivers. Always keep an opening on either side of your vehicle, which serves as your escape route if needed.

The Essence of Communication

Communicating with other drivers is essential to your safety on the road. For example, when slowing or turning, brake early to warn another motorist behind you.

Managing space on all sides of your vehicle is crucial for other drivers. The more space around your vehicle, the more time everyone has to spot hazards ahead, react appropriately and avert accidents.

Finally, drivers should always look for extra space in parking areas. They should get in the habit of seeking out parking spots that allow them to pull through so there is no need for backing out later. Backing collisions are among the most common types of accidents, with at least 500,000 backing collisions of some type every year in the U.S.

DECEMBER 2019 SAFETY MEETING

Personal Risk Assessment

Being safe at work is a right and responsibility of all propane personnel. To ensure the safety of you and those around you, it is essential that you perform a personal risk assessment before starting any task. This will help you determine what precautions you need to take and prevent possible accidents or injuries.

Survey Your Surroundings and Remove Potential Hazards:

- ◆ As you prepare for your task, ask yourself:
- ◆ Is the equipment heavy? Can it tip over? Can I slip and fall or injure myself in any way?
- ◆ Will I be safe in completing this on my own, or do I need help with this job?
- ◆ If something were to fall, tip, catch fire, etc., would I be close enough to be affected?
- ◆ What is the worst that can happen?

If you believe the task could cause personal injury, secure tools to help reduce or eliminate your risk. Always determine the safest way to do the job before you begin.

Confirm Your Training Is Sufficient:

If you have not been trained to perform a task, do not attempt it. In every situation, confirm:

- ◆ Have I been trained to safely do this job?
- ◆ Am I confident I have the knowledge and skills to perform his task?

If you are not comfortable with the task you are to perform, talk with your supervisor. If you discover something that you don't understand while performing a task, stop and get help.

Use The Correct Tools and Work Techniques:

- ◆ Make sure you have the right equipment to do the job and that it is in good working order.
- ◆ Once your work equipment is ready, determine what personal protective equipment (PPE) is necessary to do the job safely and use it.
- ◆ Make sure you understand the proper techniques to employ for any given scenario. This includes getting in and out of the cab; getting onto and off of the truck bed; moving cylinders, materials, and equipment; and walking and working on various surfaces.

Any issues encountered as you go through these checklists should be addressed prior to carrying out any task.

DECEMBER 2019 MONTHLY SAFETY MEETING MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Navigating Parking Lots; Fall Driving Season; Managing Driving Space _____
2. Personal Risk Assessment _____
- _____
- _____
- _____

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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