



LAMPTON-LOVE, INC.

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
2950 Layfair Drive • Flowood, Mississippi 39232-8822
(601) 933-3400 • Fax (601) 933-3420

Date: December 4, 2020
To: All Branch Managers
From: Gene Maddox 
Safety Director
Subject: Branch Office Monthly Safety Meeting – December 2020

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 2020. You may add topics, but please document the following topics:

1. News Briefs!!! (Odor Complains, Gas Leaks, and Service Interruptions)
2. Safety Meeting: (Handling Vehicle Accidents and Emergencies)

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)

Odor Complaints, Gas Leaks, and Service Interruptions

A customer complaint about a gas odor require prompt attention. A propane leak can exist for a long time without detection. To ensure against potential hazards or downtime, respond to propane odor reports swiftly, and follow your company policy for resolution.

FIELDING ODOR REPORTS:

- ◆ Use your company’s policies and procedures when taking a customer odor/gas leak call. This will help you gather the information you need to determine the source and location of a possible leak, and help you give appropriate instructions to the customer.
- ◆ If the propane odor is detected inside a building, instruct the customer to immediately put out all smoking materials and other open flames; do not operate lights, appliances, telephones, or cell phones; shut off the gas if it is safe to do so, and leave the area.

AT THE CUSTOMER SITE:

- ◆ The odor of propane suggests its presence, but cannot signify its concentration. Since you have no way of knowing the potential risk, always follow these precautions:
- ◆ Treat all leak reports as propane gas, until proven otherwise.
- ◆ Keep the area clear of open flames and electric sparks; do not turn on electrical switches, cell phones, or flashlights in the area.
- ◆ Use NFPA 54’s three-minute leak test (www.nfpa.org), or your company’s preferred leak-detection methods. Be aware of any other state and local guidelines that apply, and follow them accordingly.
- ◆ Once you have determined the source and extent of the leak, follow your company’s policy and procedures for ways to remedy.

SERVICE INTERRUPTIONS AND REGULATIONS:

Propane delivery interruptions may occur when:

- ◆ Cylinders or containers undergo maintenance or when they are exchanged or repaired.
- ◆ Any changes are made to the gas distribution lines.
- ◆ There is a gas leak
- ◆ There is an equipment failure or issue with customer payment.

Know the reasons and causes of a service interruption and respond appropriately. It is your job to respond promptly to a service interruption due to an appliance malfunction, a safety shutoff, or a pilot light shutoff.

Discussion Topics:

1. Your customer has just had a propane delivery and calls to report an odd smell. How do you respond? What are the key questions asked and information gathered?
2. A customer, who has been dispatched to a number of times, once again complains of a propane odor in his kitchen. How do you respond?

DECEMBER 2020 SAFETY MEETING

Handling Vehicle Accidents and Emergencies

Accidents and emergencies that involve propane vehicles are particularly dangerous because of the chance of a hazardous material leak or fire. Hazards can also arise from fitting problems, overfilled containers, or transportation issues and may be detected en route. It is critical that propane drivers are prepared to handle these situations in an efficient and safe manner.

HANDLING ACCIDENTS OR ISSUES WITH NO PROPANE LEAK OR A CONTAINED LEAK:

- ◆ Move the vehicle off the road and position it for safety – Set the parking brake, shut down the engine, activate signal flashers, set the wheel stops, and check valves and containers for damage, and put out safety triangles to keep unauthorized people away from your vehicle.
- ◆ Ensure safe conditions at the accident site – Check for fuel spills or hazardous materials, then move and stay a safe distance away. Make sure no one is hurt and call your supervisor.

HANDLING ACCIDENTS OR ISSUES WITH A PROPANE LEAK:

- ◆ Stop, park your vehicle, and shut off your engine a safe distance from the road, other vehicles, and potential ignition sources.
- ◆ Use hazard warning signal flashers and warning triangles. However, flashers should be considered as a possible source of ignition.
- ◆ Immediately exit the vehicle, take your documents with you, and get your fire extinguisher as a preventive measure to contain non-propane fires.
- ◆ Determine if anyone is injured and assist them if you are qualified to do so.
- ◆ Move up wind of a leak or vapor cloud, and only activate emergency shutdown devices away from the leak if it is safe to do so. Do not pass through an area with a leak or vapor cloud.
- ◆ Call your supervisor from a safe location to report the incident. Your supervisor will make the determination whether to call 911.
- ◆ Move and direct other people away from the area.

ADDITIONAL CONSIDERATIONS SPECIFIC TO YOUR VEHICLE:

With a cylinder delivery truck:

- ◆ Check the condition of the cylinders and their valves and make sure they are all still present. Also, look for any fuel spills.

With a bobtail:

- ◆ If involved in a rollover, exit if you are able to and it is safe to do so.
- ◆ You may not know the condition of the vehicle and may need to rely on emergency response personnel to assess and handle the situation. Do not move the vehicle on your own.

ADDRESSING NON-PROPANE FIRES:

- ◆ Stop your vehicle in a location away from highly populated areas or buildings, shut off the engine, exit the cab, and call the fire department.
- ◆ Use your fire extinguisher to contain small fires if it is safe to do so.
- ◆ Once of the greatest risks of fire is caused by driving on a flat or soft tire. Never leave a smoking tire unattended.

All accidents must be detailed on your company's Accident Report Form.

Discussion Topics

1. While driving a cylinder delivery truck, you smell a faint odor of propane. How do you respond?
2. You have been in a collision, and you detect a strong propane smell but cannot detect the source. What steps should you take?

DECEMBER 2020
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Briefs: Odor Complaints, Gas Leaks, and Service Interruptions _____
2. Safety Meeting: Handling Vehicle Accidents and Emergencies _____

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