



LAMPTON-LOVE, INC

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Date: December 8, 2021
To: All Branch Managers
From: Gene Maddox
Safety Director 
Subject: Branch Office Monthly Safety Meeting – December 2021

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 2021. You may add topics, but please document the following topics:

1. News Briefs!!! (1. Violations & Enforcement, 2. Winter Driving Tips for Professional Truck Drivers)
2. Safety Meeting: (A Surefooted Approach to Slips, Trips and Falls)

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)



VIOLATIONS & ENFORCEMENT

PHMSA's inspection and enforcement staff inspect companies and individuals who ship hazardous materials as well as those companies who manufacture, maintain, repair, recondition, or test packages used for transporting hazardous materials. The following table shows recent violations and fines published by PHMSA.

Pool service company

Penalty amount: \$11,250

- Transported and offloaded UN2796, Sulfuric acid, 8, PG II and UN1791, Hypochlorite solutions, 8, PG III while failing to comply with provisions of Special Permit 12412.
- Offered a hazardous material accompanied by a shipping paper which listed an emergency response telephone number on a shipping paper that caused emergency responders a delay in obtaining response information (not capable of providing required information).
- Transported a hazardous material accompanied by a shipping paper that did not include the number and type of packages for the hazardous material or the letters "RQ" in association with a hazardous substance.
- Failed to create and maintain training records.

Propane service company

Penalty amount: \$1,960

- Represented, marked, and certified DOT specification cylinders as having been successfully qualified in accordance with the HMR, while failing to maintain the prescribed information on record for each cylinder qualified or visually inspected.
- Failed to maintain the information contained in each applicable Compress Gas Association's (CGA) pamphlet applicable to the qualifier's activities at the retest location.
- Failed to provide general awareness, function-specific, safety, and security awareness training.

Construction equipment company

Penalty amount: \$3,232

- Failed to close a UN specification packaging in accordance with the manufacturer's closure instructions.
- Failed to provide initial general awareness, function-specific, safety, and security awareness training.

Aircraft maintenance company

Penalty amount: \$34,760

- Offered UN3356, Oxygen generator, chemical, 5.1, when the manufacturer's date has expired and therefore is forbidden for transport aboard aircraft.
- Offered a hazardous material in unauthorized, non-UN standard outer packaging.
- Offered a hazardous material, that is forbidden on passenger aircraft, while failing to label the outer packaging "CARGO AIRCRAFT ONLY."
- Offered UN3072, Life-saving appliances, not self-inflating, 5.1, while failing to label the package.
- Offered hazardous materials accompanied by a shipping paper that failed to include the required shipper's certification.

Agriculture supply company

Penalty amount: \$1,680

- Offered a hazardous material accompanied by a shipping paper which listed an emergency response telephone number that was not capable of providing required information.

Propane supply company

Penalty amount: \$773

- Represented, marked, and certified specification cylinders as meeting the requirements of the HMR, while failing to possess copies of The Compressed Gas Association (CGA) pamphlets applicable to inspection, and marking activities.
- Failed to provide initial security awareness training.

Battery supply company

Penalty amount: \$4,000

- Offered UN3480, Lithium-ion batteries, 9, in a non-bulk combination packaging that was not periodically retested as required. ♦



Winter Driving Tips for Professional Truck Drivers

Helpful tips for graduates and other truck drivers who may find themselves working in some of the colder parts of the country,



Winter Driving Tips for Truck Drivers

When traveling in winter weather in colder climates one must always be ready for whatever you may encounter. Never drive in unsafe conditions and don't wait for the blizzard of the century before you pack these items into the cab of your truck:

- Warm clothing (loose layers of clothing, extra gloves, rain gear)
- A coat to support the temperature for either day or night
- A flashlight in the glove box
- A blanket, food, and water
- A bag of sand or salt, extra windshield washer fluid, and antifreeze
- A windshield scraper
- Jumper cables
- Cell phone and charger
- Tire chains or traction mats
- At least a half tank of gas at all times during the winter

Plan long trips carefully and consider what weather conditions you may encounter when planning your routes. North-south routes and roadways through mountain passes can send you through many diverse weather patterns and temperatures in a matter of days or hours. It's important to have the available weather information, a well-organized emergency kit, and always practice safe driving. Explore tips on safe driving to maintain traction during cold weather situations.

Complete a Pre-Trip Inspection

Professional drivers are required to inspect their vehicles before every trip. Do a visual, hands-on inspection and check all required items, including tires, wiper blades, fluids, and lights. Check your vehicle more often in adverse weather and low temperatures.

If you need a refresher on CDL pre-trip inspection procedure, review them [here](#).

Slow Down

Many winter accidents occur because drivers are going too fast for road conditions. A slower speed gives you more time to react if something occurs. Hydroplaning happens more frequently at higher speeds as well, including loss of control because of slush. According to SafeMotorist, driving over 35 miles per hour and driving during the first 10 minutes of rain are some of the most dangerous times for hydroplaning. Extra patience and care for other drivers should be taken at all times and can help avoid accidents.

Give Yourself Plenty of Safe Space

Allow for more room between yourself and other vehicles. You should always have enough space and time to move out of harm's way and bring the vehicle to a safe stop, not just in winter weather conditions. According to the Federal Motor Carrier Safety Administration, truckers should leave at least one second for every 10 feet of vehicle length if they're driving below 40 miles per hour. You'll need even more space for higher speeds and varying conditions.

Hold Your Steering Wheel Firmly

Sudden, sharp moves can quickly cause you to lose control of your vehicle. Keep your vehicle steady through ruts in the road, heavy wind, and icy conditions. Keep both hands on the wheel, especially during winter conditions.

Brake and Accelerate Lightly

Try not to do anything forcefully in bad weather. Anti-locking Braking Systems (ABS) can be your friend when used properly. The ABS prevents the wheels from locking, enabling you to steer around obstacles.

If not equipped, when you need to slow down quickly in slippery conditions, try lightly pumping your brakes as needed. This reduces your chance of locking your tires and spinning out of control.

Watch for Black Ice

Black ice is a dangerous road condition for truckers and other drivers. It is a thin layer of transparent ice that forms when the temperature is close to freezing and sometimes makes the road look slightly wet. Never assume just because the sun is out that the road is just wet. Always have current information on weather conditions in your area, including information concerning ice build-up. Black ice is difficult to spot, so when the temperature gets close to freezing, look for small clues:

- Ice build-up on a truck's mirror arms, antennas, or the top corners of the windshield
- The spray from tires on vehicles in front of you will stop

Use Extra Caution When Approaching Bridges

Elevated structures, such as bridges and highway overpasses, usually freeze first, and many are not treated with ice-/snow-melt materials (salt, sand) like the rest of the road. Black ice is often found on bridges and can make driving conditions dangerous.

Be Ready for Mountain Driving

Mountain weather can be severe and unpredictable in winter and often changes rapidly. Be ready for wind gusts and watch and/or listen for emergency vehicles and snowplows. If at all possible, do not stop in avalanche zones.

Obey posted rules, which vary per state. Tire chains may be required for certain routes. In extreme conditions, some routes may be completely closed due to snow and ice. Check the forecast and listen for any road closures along your route.

Obey All Road Signs

Safety authorities post warning information for a reason. A curve posted at 35 miles per hour is posted because testing has determined that it is the maximum safe speed for any vehicle.

Stay in Your Vehicle If Stranded or Stuck

If you get stuck in a bad storm or blizzard, slide off the road, and can't see a close place to seek assistance, stay put! It's easy to get confused in a bad storm, and you may get lost.

Bundle up. You should also keep moving to stay warm. Avoid carbon monoxide poisoning, keep the exhaust pipe clear of snow and open a downwind window slightly for ventilation. Run your engine for only 10 to 15 minutes each hour.

Get Off the Road If Necessary

Don't push your luck and assume that plows have treated the roadways. Use your best judgment. Listen to weather reports and warnings and react appropriately.

Learn and use the Smith System® safety education program that uses the "Five Keys to Space-Cushion Driving." Many carriers make this a required training for their drivers.

The five keys are:

- **Aim High in Steering:** Make sure you're looking far enough ahead of your vehicle so you have time to react to any hazardous situation.
- **Get the Big Picture:** Look all around your vehicle.
- **Keep Your Eyes Moving:** Continuously scan the entire area.
- **Leave Yourself an Out:** Always have an escape plan for you and your vehicle.
- **Make Sure They See You:** Make other drivers aware of your presence.

Always be alert and use good judgment on the weather. A good driver will avoid traveling when the weather is too bad. This could be snow, ice, or high winds. They also need to be professional when notifying their driver managers and have a good reason why they are shutting down.

Know the Hazards Related to the Current Temperature

This may sound strange, but colder doesn't always mean worse in terms of slippery road conditions. It goes without saying that you should always exercise great caution at any temperature, but it's worth noting that the roads may be particularly slippery between 22 and 35 degrees Fahrenheit.

According to Road & Track, when the weather is in this temperature range, your tires may actually get less grip than they do at even colder temperatures. The article also points out, though, that the road temperature may not always be the same as the air temperature, depending on traffic patterns and other factors.

Remember Yesterday's Temperature

If the temperature drops overnight, especially if it rained the day before, the roads could be slick with ice. It's not enough to know what the weather is doing on a particular day. You should also pay attention to the previous day's conditions, especially if you're coming back from home time and hitting the road fresh.

Find out if it rained along your route and if so, compare the previous day's temperatures to upcoming temperatures. Knowing what to expect can help you adjust accordingly and stay safe.

Consider Your Speed

You shouldn't drive faster than the speed limit, but keep in mind that if weather and road conditions worsen, you should adjust your speed accordingly. Don't look at those speed limits as the number to hit. You should never feel compelled to drive faster than road conditions allow.

Some roads have minimum speed limits posted, but it's important to use your discretion and go slower in bad weather as safety requires.

Monitor Your Fuel

According to Argonne National Laboratory, cold temperatures can cause diesel to gel which can prevent a truck from running. This was a serious problem for tractor-trailer drivers in the past, but modern trucks are equipped with glow plugs to prevent gelled diesel from clogging up the engine.

Be sure you wait until the glow plugs sufficiently warm up the engine before starting it. In extreme conditions, this may take a long time, so be cautious to avoid draining your battery.

Above all else, be sure to use your best judgment in bad conditions. You're the one out there on the road, so if it doesn't seem safe to be driving then you might be better off waiting it out at a safe haven.

Stay Safe Out There

At Roadmaster Drivers School, we're committed to keeping you safe on and off the road. Whether you're facing a blizzard on a mountain pass or cruising along a comfortable interstate, we'll help you stay safe and stay on the road. Learn more about our commitment to safety and quality training today.

DECEMBER 2021 SAFETY MEETING

A Surefooted Approach to Slips, Trips and Falls

Slips, trips and falls are no laughing matter. They take a heavy toll in the number of workplace injuries and lost workdays across the country. Falls to the same level are one of the most common causes of injuries on the job, according to the Bureau of Labor Statistics.

Investigate Slips

The incidences of slips, trips and falls at work may be even higher than the numbers show. Workers do not report many of the incidents because they are minor and make them appear clumsy, which is a mistake. To reduce slips, trips and falls, managers should stress the seriousness of all incidents and have employees inform them of even the most harmless ones. Minor incidents that are reported may be clues to troublesome areas needing repairs and may acutally help prevent a major incident from occuring.

Investigations should focus on the following areas where most incidents occur;

- Doorways and other transitional areas
- Ramps
- Cluttered hallways
- Areas with heavy traffic
- Uneven surfaces
- Any area prone to wetness or spills

As long as people move, spills will occur; but a variety of products can reduce the chances that they will cause a fall. Some of the most popular products to reduce the risk of falls are slip-resistant floors, mats and footwear. The Occupational Safety and Health Administration's guidelines on walking and working surfaces call for slip-resistant floor surfaces in work areas that are generally slippery because of wet, oily or dirty operations. OSHA also says workers should wear slip-resistant footwear to reduce slipping hazards.

Pick the right floor

The appropriate floor covering depends on its use. Here are some questions to consider when choosing an appropriate floor:

- What kinds of spills are likely?
- What are the sanitary requirements?
- Is noise a concern?
- Will the area have heavy traffic?
- What equipment must the floor hold?
- How will the floor be cleaned?
- Are Aesthetic effects a concern?

Various nonskid floor coatings that increase traction also are available. Carpets provide good traction but can cause falls if they are worn or do not fit tightly. Make sure rug and runner edges are securely bound and beveled with rubber or plastic to avoid catching on shoes or boots.

Slip-resistant mats provide added protection in spots where spills are likely, such as in areas with heavy traffic or where customers and employees may track in water and dirt. Typical places for mats are at entrances to locations, around equipment that sprays water, in service aisles of restaurants, in produce sections of grocery stores and on bathroom floors.

Some mats are made to direct water, grease and other spills away from the walking surface. An added benefit of mats is they can relieve back and leg strain.

Choose shoes made to grip

Safety experts recommend footwear with slip-resistant soles for people who work in businesses where surfaces are wet or greasy, or employees move rapidly from one type of floor to another. Employees prefer footwear that's comfortable, stylish and durable.

Take control with training

Environmental changes alone cannot protect employees and guests. To further reduce the risk of falls, employees should check that aisles are clear, floors are clean, signs are present to warn people of slippery areas, and that guests get the assistance they need.

Managers should stress these safety reminders:

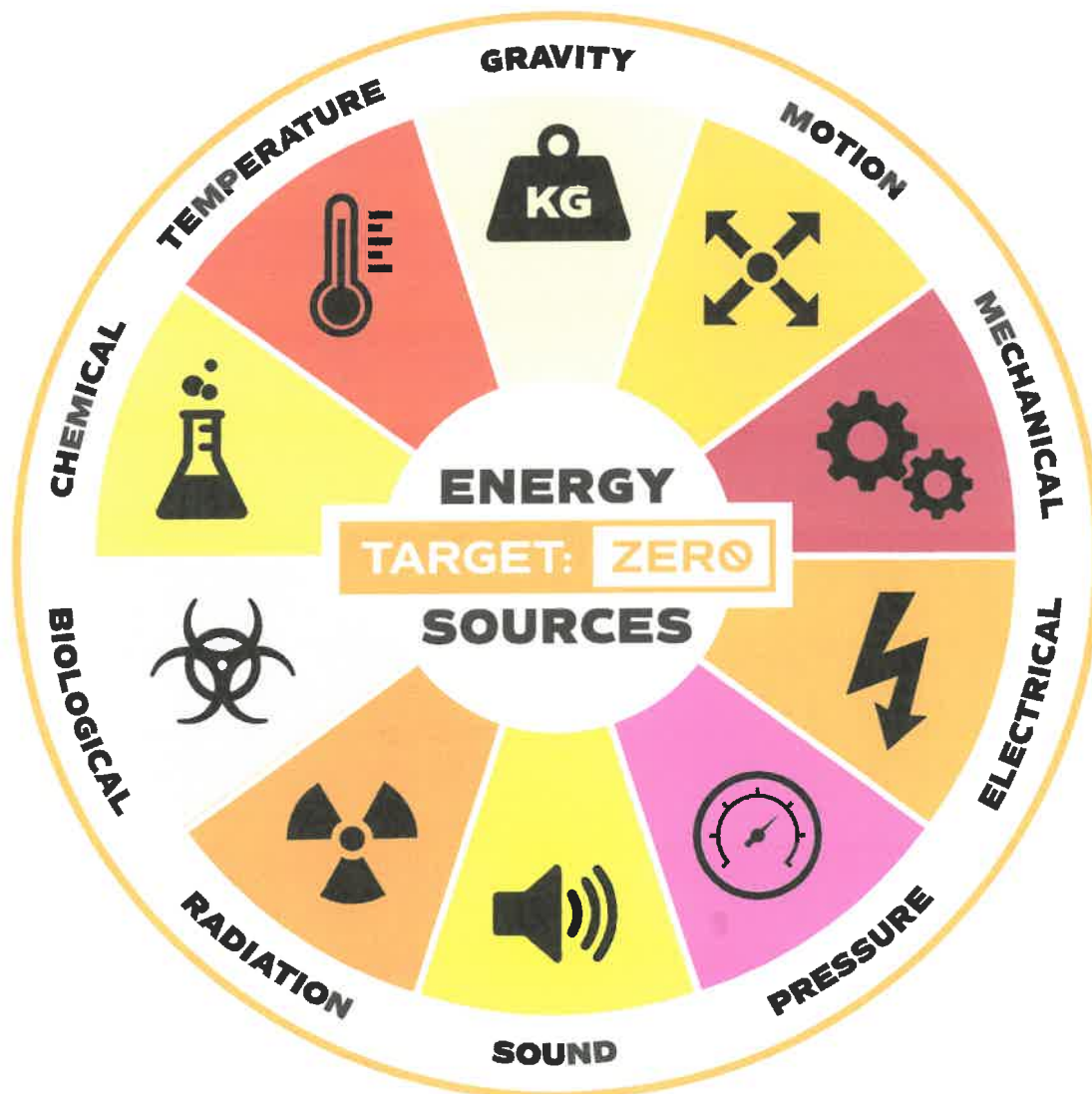
- If you drop it, pick it up
- If you spill it, wipe it up
- Go where you are looking, and look where you are going

Not all falls occur because of wet floors, cluttered aisles or missed steps. There are behavioral changes that can be learned to reduce the risk of falls or minimize their impact such as:

- Walking techniques that use feet as probes
- How to balance properly by keeping the head up and maintaining the body's natural center of gravity
- Ways to get the feet underneath quickly to recover balance after an initial slip
- How to protect the most vulnerable parts of the body, such as the head and spine, if you do fall.

Whether companies implement behavioral, environmental or a combination of measures to reduce slips, trips and falls, their incident rates usually decline.

HAVE YOU IDENTIFIED ALL OF THE ENERGY SOURCES?



TARGET: ZERO

ZERO ACCIDENTS. ZERO REGRETS.

**DECEMBER 2021
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: Violations & Enforcement; 2. Winter Driving Tips for Truck Drivers
2. Safety Meeting: A Surefooted Approach to Slips, Trips and Falls

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

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