



LAMPTON-LOVE, INC.

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Date: February 4, 2015
To: All Branch Managers
From: Gene Maddox *gjm*
Subject: Branch Office Monthly Safety Meeting – February 2015

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 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 Record 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 February 2015. You may add topics, **but please document the following topics:**

1. Safety Meeting: (Dealing with Downed Power Lines)
2. News Briefs!!! (Sharing the Road with School Buses)

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 may 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

FEBRUARY 2015 SAFETY MEETING

Dealing With Downed Power Lines

Downed power lines pose unique road hazards, regardless of whether they've fallen because of a weather event or a vehicle collision.

This month, rain storms in California have resulted in some major road closures tied to downed power lines. In the Pacific Palisades area of Los Angeles, for example, traffic was backed up for more than six hours December 2, while crews dealt with energized power lines dangling dangerously close to traffic lanes.

Fallen power lines also made headlines in Texas this month. In Houston on December 15, the driver of a big rig took out some power lines and telephone poles near the city's Museum District, triggering power outages and road closures. Fortunately, the truck driver knew to stay inside the vehicle until help arrived.

What many motorists don't understand is how life-threatening energized power lines can be when they come down.

This past July, a Los Angeles County judge sentenced a 21-year-old man from Glendale, California, to three years of probation and 70 days of community service because his actions behind the wheel led to the electrocution deaths of two women.

Back in August 2012, Arman Samsonian, then 19, was speeding in his SUB when he lost control of the vehicle and hit a light pole and fire hydrant. The water gushing out of the hydrant became energized after coming into contact with exposed electrical wire.

Several people rushed to Samsonian's aid after the violent crash. Two women – Irma Zamora and Stacey Schreiber – died instantly when they stepped into the pool of water to offer help. Six other people suffered shocks but survived.

Here are some safety tips for Pacific Gas and Electric Co. (PG&E):

Never, ever touch a downed power line or go near one. Power lines are not insulated like power cords. Always assume the power line is live.

- ◆ Don't touch a fallen power line or anything touching the wire.
- ◆ Don't touch anything or anyone in contact with a fallen power line or other equipment.
- ◆ Keep children and pets away from fallen electric wires.
- ◆ Don't drive over a fallen power line.
- ◆ Call 911 immediately to report a fallen power line.

If your vehicle comes in contact with a downed power line:

- ◆ Stay inside. The safest place is in your vehicle. The ground around the vehicle may be energized.
- ◆ Honk the horn, roll down your window and yell for help.
- ◆ Warn others to stay away. Anyone who touches the equipment or ground around the vehicle may be injured.
- ◆ Use your mobile phone to call 911 and wait until emergency and utility workers tell you it's safe to exit your vehicle.

If there's a fire and you have to exit a vehicle that has come in contact with downed power lines:

- ◆ Remove loose items of clothing.
- ◆ Keep your hands at your sides and jump clear of the vehicle, so you aren't touching it when your feet hit the ground.
- ◆ Keep both feet close together and shuffle away from the vehicle without picking up your feet.

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

Sharing the Road with School Buses

Since 2003, approximately 119 school-age pedestrians have died in school transportation-related collision, according to the National Highway Traffic Safety Administration. About 30 percent of those fatalities involved another vehicle in addition to the school bus. Such crashes are most likely to occur during two windows of time – from 7 a.m. to 8 a.m. and from 3 p.m. to 4 p.m. Of course, that’s when students are getting on and off the buses.

Drivers need to be especially cautious and attentive when driving near a school bus, so they’re prepared to stop suddenly as the bus loads and unloads its passengers. Trouble arises when impatient drivers attempt to pull around a stopped bus, unaware of the kids entering or exiting it. School buses are typically very large, so their height and width obstruct the vision of drivers in vehicles behind the bus.

State laws dictating driver behavior near school buses vary. Below is a list for our states:

“Nearly 100,000 drivers reported that 88, 025 vehicles passed their buses illegally on a single day.” – ASDPTS

Do you know the laws in your state?

Each state has different laws concerning when it is legal/illegal to pass a stopped school bus. This information has been compiled from Department of Motor Vehicles (DMV) manuals for each state. This is **ONLY** a guide. Laws are subject to change. If you have **ANY** questions about the laws/regulations below, contact your local DMV. *Although not a .gov website, it does appear to be the official home for the electronic version of the state’s driver manual.

STATE	LAW SUMMARIES FROM DRIVERS’ HANDBOOKS
Alabama	You must stop when you are following or meeting a school bus or church bus stopped on the road while the stop signal arm is extended and displaying flashing red lights. Remain stopped until the stop signal is retracted and red lights are turned off. You should also stop when meeting or following a school or church bus which is stopped on a four to six lane undivided highway. A stop is not required on a divided highway having four or more lanes which permits at least two lanes of traffic to travel in opposite directions when meeting a school or church bus which is stopped in the opposing roadway or if the school or church bus is stopped in a loading zone which is a part of or adjacent to such highway and where pedestrians are not permitted to cross the roadway
Georgia	Once the flashing lights have turned red and the stop signs have extended from the side of the bus, it is unlawful for any vehicle to pass the stopped school bus while it is loading or unloading passengers. On a highway divided by a median, cars traveling on the opposite side from the stopped school bus are not required to stop.
Louisiana	You must stop at least thirty feet from a stopped school bus that is loading or unloading children. This is required by law whether you are meeting the bus or traveling behind it. You do not have to stop when the bus is stopped in a loading zone completely off the roadway and where the pedestrians are not allowed to cross the roadway. When a school bus is stopped in opposite lanes on a roadway separated by a ditch, grassy median, elevated concrete barrier or any obstacle that prevents traffic from driving thereon, you are not required to stop. Drivers must stop for a stopped school bus when traveling on four lane or five lane roadways which are not separated by any barriers. When you have stopped, you must not proceed until the bus moves again or the visual warning signals are no longer in use.
Mississippi	You must stop for a school bus, regardless of your direction, whenever the bus is stopped and receiving or discharging children. You may not proceed until all children have safely crossed the street. This rule applies to all highways including four lanes.
Tennessee	When the red lights are flashing and the stop arm is extended, this indicates that the bus has stopped and that children are now getting on or off the bus. Motorists must stop their cars and wait until the red flashing lights are turned off, the stop arm is withdrawn, and the bus begins moving before they start driving again. When a school bus is stopped at an intersection to load and unload children, drivers from all directions are required to stop until the bus resumes motion. When driving on a highway with separate roadways for traffic in opposite directions, divided by a median space or a barrier not suitable for vehicular traffic, the driver need not stop, but should proceed with caution.

Additionally, here are some tips from esurance on how to share the road safely with school buses.

If you see a school bus in your lane or traveling toward you, pay close attention to what it's doing. Give the bus extra space and prepare to stop suddenly.

- ◆ Keep a close watch out for kids getting on or off the bus. Always pay attention to, and comply with, stop signs or signals on the bus. In every state, it's illegal to pass a school bus that's loading or unloading students.
- ◆ Remember, school buses are required to stop at railroad crossings, so be ready to hit the brakes if you're behind one approaching a crossing.
- ◆ School buses travel at slower speeds, so expect to slow down. Pass only when the bus driver signals you to go by.
- ◆ School buses occasionally travel in caravans. If a school bus in front of you has another bus in front of it that's letting kids on or off, you must stop for that bus as well.

FEBRUARY 2015 SAFETY MEETING

MONTHLY SAFETY MEETING MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

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 regulations and curriculum for this monthly safety meeting.

Instructor's Signature: _____

Date: _____

E-mail or fax this sheet only to: Lampton-Love Inc.
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