



LAMPTON-LOVE, INC.

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Date: February 5, 2016
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – February 2016

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 2016. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Safe Driving Practices)
2. Safety Meeting: (Maximum Filling Densities of Propane Containers)

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

NEWS BRIEFS!!!

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

Safe Driving Practices

Safe driving practices are a must for propane delivery drivers. Since your vehicle is larger and heavier than most other on-road vehicles - and you have a higher center of gravity – you need to know how to maintain vehicle control; driver safely; and manage accidents, breakdowns, or emergencies quickly.

DEFENSIVE DRIVING TIPS:

- ◆ Before setting out, note any issues with your route, surrounding area, or weather conditions. Schedule appointments with these in mind.
- ◆ Keep a safe following distance between you and the vehicle in front of you.
- ◆ Understand how to accommodate load and suspension shifts and manage skids.
- ◆ Check your blind spots often, keep your eye on other drivers by using your mirrors, and use your lights or horn as needed to make other drivers aware of your presence.
- ◆ Keep your vehicle well serviced to ensure proper tire pressure and condition.

BE COGNIZANT OF ROAD CONDITIONS:

Adverse weather and road conditions can be especially hazardous. Be alert and cautious as you manage your vehicle. When driving in poor conditions, remember to:

- ◆ Clean the vehicle’s windows before heading out, and use your wipers and defroster as needed.
- ◆ Turn on your headlights and marker lights.
- ◆ Reduce speed, increase your following distance between vehicles, and pay close attention to other motorists.

ADDITIONAL WAYS TO REDUCE RISKS:

Combined with a high center of gravity, liquid surges and suspension shifts can cause changes in vehicle performance or loss of vehicle control, which could result in a rollover. To reduce risks:

- ◆ Distribute the weight of cargo evenly.
- ◆ Monitor tire pressure and condition. Excessive wear or improper inflation can increase risk, in the case of a blowout, steer your vehicle in a straight line, then reduce power and gradually brake as you steer out of traffic lanes.
- ◆ Regain control of the vehicle before making any change in direction or speed. Regain control of the vehicle before reducing speed, and then apply controlled braking. If possible, gradually maneuver completely off the road and onto the shoulder.
- ◆ Compensate for blind spots. Larger vehicle size and higher center of gravity result in blind spots to the sides and rear. Check mirrors frequently, use turn signals, and maintain proper lane location. Consider blind spots whenever backing the vehicle to ensure your cylinder delivery vehicles or bobtail will not strike anything.

FEBRUARY 2016 SAFETY MEETING

Maximum Filling Densities of Propane Containers

Filling propane tanks and cylinders is about as routine as it gets in the propane business. Thousands of these containers are filled each day without incident. However, mistakes have been made in the past causing containers to be overfilled. Overfilled containers pose an imminent threat to the entire propane industry and customers alike. The purpose of this safety meeting is to review the precautions against overfilling tanks or cylinders and a review of the hazards when overfilling occurs.

Reasons for Not Overfilling

Propane containers are designed to hold a finite amount of product depending on their size and application. In most cases, the maximum fill percentage is 80% of the container's liquid volume. Because propane liquid will expand quite dramatically when heated, it is necessary to provide adequate space for expansion of the liquid when it heats. Overfilled containers are extremely dangerous as they could become liquid-full, causing the safety relief valve to open, allowing an uncontrolled release of product to the atmosphere. In some instances, safety relief valves might not open when needed causing the container to fail, allowing a massive, uncontrolled release of propane creating a fire and explosion hazard. Additionally, overfilled containers could "push" liquid propane into the appliance system causing fire, explosion and operational hazards.

Steps to Ensure Tanks or Cylinders are Never Overfilled

Listed below are various steps to ensure containers are never overfilled:

1. Check to ensure you know what the container's maximum filling density is before starting the fill operation. Refer to the data plate or cylinder stampings.
2. Ensure the container has an operable liquid level gauging device. **NOTE:** some older 100 lb exchange cylinders do not have a liquid level gauging device.
3. Remember, cylinders with overfill prevention devices (OPDs) must never be filled solely based on the operation of the OPD. OPDs are **not** the primary means to determine the maximum fill level of a cylinder. The maximum fill level of cylinders should be determined by weight or by the fixed liquid level gauge.
4. Remember, the maximum propane in pounds a cylinder can easily hold is 42% of the cylinder's water capacity. Example: a cylinder that has a water capacity (WC) of 47.7 pounds can safely hold 20 pounds of propane ($47.7 \text{ lbs of water} \times .42 = 20.03 \text{ pounds}$.)
5. Remain in attendance during filling so you can stop the propane supply when the container is filled to its maximum liquid capacity.
6. If you are filling cylinders by weight, periodically check the accuracy of the scales to ensure they are accurate.
7. Ensure that if you are filling a cargo tank on a truck that the tank is level. Tanks that are not level can give false readings.
8. Never fill a cargo tank to its maximum liquid level by its magnetic liquid level gauge, use its fixed liquid level gauging device.
9. Immediately stop the fill operation when the maximum fill level is achieved.
10. On production filling of cylinders by weight, never make the assumption that all cylinders have the same tare (empty weight of cylinder) weight. They don't.

11. On cargo tanks equipped with Rotary gauges and similarly-designed variable liquid gauging devices, take a reading both on the left and right side of the gauge and average the two readings to arrive at the fill level. This procedure will help ensure the most accurate reading.
12. Never depend on your bobtail's liquid meter to determine the maximum liquid level of a customer's tank or cylinder. Your customer's variable gauging device might not be accurate making the use of the liquid meter inaccurate.

Actions to Take if You Overfill a Container

If you accidentally overfill a container it is important that you take appropriate actions to ensure it is not released to a customer in an overfilled condition. If your company has a specific set of procedures for this situation you should consult those procedures at this time. Listed below are some procedures that might help you deal with an overfilled container.

Cylinders

- ◆ Depending on the equipment at your location, pump out, evacuate or flare the contents of the cylinder to a safe liquid level. If a flare stack is used, make sure its flame is a safe distance from propane operations. Never vent the contents to the outside atmosphere, as this procedure creates an extreme fire and explosion hazard. Some operations use a compressor or vacuum pump to remove contents from a cylinder.

Cargo Tanks

- ◆ Transfer the excess product back into the bulk storage tanks immediately. Consult your manager or operations support staff personnel for specific instructions on how to transfer product back to the bulk storage tanks. Do not operate the truck on-highway with an overfilled cargo tank.

Customer Tank

- ◆ Make immediate arrangements to pump out the overfilled tank using a liquid withdrawal connection and associated equipment. Or in some cases, it might be appropriate to vent the excess product through a flare stack if all necessary safety precautions are taken. Consult your manager or operations support staff personnel for specific instructions on how to transfer product out of the customer tank. Some operations use a compressor or vacuum pump to remove contents from a tank.

As you can see, it's much easier to prevent a tank or cylinder from being overfilled than to try to deal with one that is. Know the size and capacity of the containers you are filling and be in attendance during all filling activities. Pay close attention at all times during the transfer operation and stop the filling immediately when the maximum liquid level is achieved. Above all, never allow an overfilled container to remain in service, be pro-active and take all precautions necessary to protect the safety of the customer.

**FEBRUARY 2016
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: _____

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

Gene Maddox/Lynn Eldridge

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