LAMPTON-LOVE, INC.

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Date: February 7, 2017

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – February 2017

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 February 2017. You may add topics, but please document the following topics:

1. News Briefs!!! (Power Take Off (PTO) Safety)
2. Safety Meeting: (DOT's Cylinder Requalification Regulations)

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!!!

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PROPANE
EXCEPTIONAL ENERGY

NEWS BRIEFS!!!

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

Power Take-Off Safety (PTO)

The power take-off (PTO) system on a bobtail is perhaps the most useful, yet dangerous set of components a driver comes in contact with on a daily basis. A PTO system harnesses the power of the truck engine to drive the truck's propane transfer pump. This is typically accomplished by a gear transfer unit attached to the side of the transmission. This transfer unit turns a shaft that "drives" the transfer pump. The rotating PTO shaft is perhaps the biggest danger to the driver or other persons in the area. These news briefs will go over the dangers and safety measures all drivers should remember while working around this equipment.

Case Study: *A propane transport driver in West Texas made the decision to take a closer look at an operating PTO. His light jacket became entangled and pulled him into the rotating shaft. The shaft instantaneously ripped off his left arm and part of his shoulder. His other arm received compound fractures. He lost almost half his blood volume before he was found in the early morning hours by a deputy sheriff. Miraculously, he survived!*

Notable Hazards

There are two major hazards associated with PTOs, entanglement and mechanical failure. Let's briefly discuss both:

Entanglement occurs when a person comes in contact with the rotating PTO shaft. A typical PTO shaft rotates between 540 and 1000 rpm and it only takes 3 seconds to wrap 20 feet of rope! If your hair or a shoe string became entangled you wouldn't have any time to react. It only takes one loose thread or a few strands of hair to start the tragic chain reaction of ugly events to follow. Bruises, contusions, loss of skin and muscle mass, broken bones, scalping and even death can occur when entanglement occurs. PTO entanglement results in some of the most grievous injuries ever encountered in the workplace.

Mechanical failure occurs when some part of the PTO system fails (typically the drive shaft) and either causes personal injury to people in close proximity to the failure or subsequent damage to surrounding components such as the cargo tank. Mechanical failures can occur without injuries but the potential for widespread damage and injuries are magnified if the failure causes a propane leak.

Precautions. Listed below are some precautions that all drivers and propane employees should take when working around PTO assemblies:

- Keep a safe distance from the shaft when rotating. Never place any part of your body inside the frame rails of a bobtail during pumping operations.
- Frequently inspect the condition of the shaft's u-joints and grease them with approved grease compounds according to manufacturer's recommendations.

- Keep children and other unauthorized personnel away from an operating truck.
- Be aware of damage that could occur when driving your truck. Road debris could damage PTO components while operating on the highway. Inspect your PTO system prior to engaging it.
- Listen for odd noises coming from the PTO during operation. Peculiar noises could indicate an impending failure.
- Follow manufacturer's instructions for maintenance and adjustments.
- If your PTO shaft is enclosed inside a shielding system never remove it and make repairs required!
- Never perform repair operations under the vehicle while the PTO shaft is operating.
- Never over speed a PTO assembly by increasing engine speed. Over speeding a PTO is dangerous and can damage sensitive components.
- Check for loose set screws that attach u-joint yokes to the PTO shaft. Typically these screws are held in place by safety wires but wires can fail causing the set screws to loosen.
- Do not step on or lean over a PTO shaft.
- Always closely follow the manufacturer's instructions concerning how to engage and disengage a PTO assembly. PTOs that are improperly engaged or disengaged can be damaged, thereby creating a safety hazard and reducing service life.

PTOs provide hours and hours of trouble-free operation. It's very easy to forget just how powerful and even deadly they can become if not treated with the utmost respect. The next time you find yourself working around a PTO take that extra measure of precaution to protect yourself and other around you.

FEBRUARY 2017 SAFETY MEETING

DOT's Requalification Regulations

Please be aware that the Department of Transportation (DOT) has finalized a new rule affecting timeframes pertaining to the requalification of DOT cylinders; **this new rule took effect January 23, 2017.**

The rule impacts the following areas of cylinder requalification:

- Reduces the *initial* requalification period for DOT cylinders from 12 years to 10 years from the date of manufacture.
- Reduces the requalification period for cylinders that are requalified using volumetric expansion testing from 12 years to 10 years.
- Increases the requalification period for cylinders that are requalified using a proof pressure test from 7 years to 10 years.
- Does not affect the 5 -year visual inspection method for cylinder requalification.

The new requalification periods apply to all DOT specification cylinders (4B, 4BA, 4BW, 4E) in the marketplace. For example, a DOT cylinder manufactured in December 2007 requires requalification in December 2017, ten years after the manufacture date. This requalification is required even if the cylinder is stamped with language that says it should be retested within 12 years of the manufacture date, as that stamp may have been applied prior to the rulemaking. It is important to review the manufacture date of the cylinder in order to perform the *initial* requalification at ten years. If the cylinder is filled and in service, it requires the requalification once the cylinder is emptied.

The new rule will impact anyone who requalifies, fills, transports, or prepares shipments of DOT cylinders (such as a cylinder delivery driver). This includes the thousands of dispenser operators across the country.

The new rule also impacts many PERC safety and training materials including several CETP courses, Dispensing Propane Safely and its new HVAC/plumber course.

Some of the PERC safety and training materials do not yet reflect the changes in cylinder requalification brought about by the new rule.

As such, we encourage you to modify your training, as applicable, to the requirements of the new rule and to advise those who conduct or are involved with training your employees about those changes. The graphic below may be helpful in that effort.

PERC is currently working on various other communications strategies on this issue and is coordinating very closely with NPGA and will keep you updated with new information as it arises.

Cylinder Requirement *Prior* to January 23, 2017

CYLINDER REQUALIFICATION METHODS	
VOLUMETRIC EXPANSION TEST USING THE WATER JACKET METHOD	
LETTER STAMP	NEXT REQUALIFICATION
NONE	12 YRS
DATE 10/15	DATE 10/27
INTERNAL HYDROSTATIC	
LETTER STAMP	NEXT REQUALIFICATION
S	7 YRS
DATE 03/15 S	DATE 03/22 S
EXTERNAL VISUAL INSPECTION	
LETTER STAMP	NEXT REQUALIFICATION
E	5 YRS
DATE 02/16 E	DATE 2/21 E

Cylinder Requirement *After* January 23, 2017

CYLINDER REQUALIFICATION METHODS	
VOLUMETRIC EXPANSION TEST USING THE WATER JACKET METHOD	
LETTER STAMP	NEXT REQUALIFICATION
NONE	10 YRS
DATE 10/08	DATE 10/18
INTERNAL HYDROSTATIC (PROOF PRESSURE TEST)	
LETTER STAMP	NEXT REQUALIFICATION
S	10 YRS
DATE 03/08 S	DATE 03/18 S
EXTERNAL VISUAL INSPECTION No change	
LETTER STAMP	NEXT REQUALIFICATION
E	5 YRS
DATE 02/16 E	DATE 2/21 E

Note: All other aspects of DOT's cylinder requalification regulations remain in place.

FEBRUARY 2017
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name:_____

City:_____ **State:**_____

Date:_____ **Time Started:**_____ **Time Finished:**_____

Instructed By:_____ **Number Attending:**_____

Subject Covered and Comments:

1. Power Take-Off System (PTO):_____
2. DOT's Requalification Regulations_____

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:_____

Date:_____

E-Mail or fax this sheet only to: Lampton-Love, Inc.
Gene Maddox/Lynn Eldridge
P. O. Box 1607, Jackson, MS 39215-1507 **Fax #:**601-933-3420