



LAMPTON-LOVE, INC.

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Date: February 6, 2018
To: All Branch Managers
From: Gene Maddox *GM*
Safety Director
Subject: Branch Office Monthly Safety Meeting – February 2018

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 2018. You may add topics, but please document the following topics:

1. News Briefs!!! (Safety Precautions When Filling Containers/Safe Driving Practices)
2. Safety Meeting: (Cargo Tank/Boat Driver Rollover Prevention)

It is recommended that you thoroughly read/view 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)

SAFETY PRECAUTIONS WHEN FILLING CONTAINERS

When filling containers, it is essential to be extremely cautious. This process can pose a number of risks. By understanding the potential hazards and following proper procedures, you can safeguard equipment and facilities and avoid personal injury.

EXERCISE CAUTION WITH HOSES AND CONNECTIONS:

- ◆ Regularly inspect hoses and fittings to ensure they are in good condition and that there are no leaks. Check for kinks, soft spots, bulges, and wear.
- ◆ Before connecting a hose, check the ACME threads, O-rings, or gaskets for signs of wear or damage that may compromise the connection between the hose and the container.
- ◆ Exercise caution when connecting or disconnecting a hose from a container.
- ◆ Keep valve caps and plugs in place to protect threads and keep dirt and debris out. Never open a hose end valve if it is not securely connected to a container.
- ◆ Propane hoses are under pressure. If a hose breaks or a connection fails, it can thrash about. Do not approach; shut off the propane supply immediately and contact your supervisor.

AVOID PERSONAL INJURY:

- ◆ Avoid letting propane come in contact with your skin or eyes. Always wear PPE, including gloves, safety goggles, and appropriate footwear.
- ◆ Use good body mechanics when lifting cylinders. Keep your back straight, hold the load close, and lift at the waist level with a smooth movement. Do not twist your body. Distribute the weight of the load across core muscle groups.
- ◆ When moving heavy cylinders, use a wheeled dolly, verify good condition of securing straps, push instead of pull, and back down any ramps.

ELIMINATE FIRE HAZARDS:

- ◆ Remove all ignition sources, flammable liquids, and combustible materials from the filling area.
- ◆ Observe all precautions that apply within any Static Discharge Control Area.
- ◆ If you notice any damaged or malfunctioning equipment that could potentially create a propane leak, immediately shut down the liquid supply system and contact your supervisor.

KNOW AND FOLLOW EMERGENCY PROCEDURES:

Even though it is unlikely, it is important to be prepared to handle any issue or potential hazard that arises while filling containers.

- ◆ Understand how to recognize an emergency and what action to take.
- ◆ Know your company’s evacuation plan, and review it periodically.
- ◆ Your safety and the safety of the people around you come first.

SAFE DRIVING PRACTICES

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 vehicle or bobtail will not strike anything.

FEBRUARY 2018 SAFETY MEETING

CARGO TANK/BOBTAIL DRIVER ROLLOVER PREVENTION (VIDEO)

Due to bobtail accidents and a rollover throughout the company, this month's Safety Meeting will be for the employees to view the video as titled below.

The video is located on the company's website, manager login; entitled Cargo Tank Driver Rollover Prevention.

FEBRUARY 2018
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. News Briefs: Safety Precautions When Filling Containers/Safe Driving Practices _____
2. Safety Meeting: Cargo Tank Driver Rollover Prevention _____

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: _____

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