



LAMPTON-LOVE, INC.

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Date: February 9, 2022

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – February 2022

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 2022. You may add topics, but please document the following topics:

1. News Briefs!!! (Violations & Enforcement)
2. Safety Meeting: (Handling Out-of-Gas Situations)

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.

Beverage manufacturer

Penalty amount: **\$2,680**

- Failed to provide initial general awareness, function-specific, and security awareness training.
- Offered extracts, flavoring, liquid, 3, PG II, in poly 2.5-liter jerry cans, and failed to mark and label the inner container of an overpack package.
- Offered hazardous materials using a shipping paper which failed to show the basic description in the specified sequence.

Construction company

Penalty amount: **\$12,000**

- Offered compounds, cleaning liquid, 8, PG II, and corrosive solids, N.O.S., 8, PG III, in bulk packages that weren't authorized to transport hazardous materials.
- Failed to close packages in accordance with the manufacturer's closure instructions.

Chemical manufacturing company

Penalty amount: **\$11,360**

- Represented and certified UN 4G and UN 4GV packages as meeting HMR requirements when the drop, stack, vibration tests were not conducted or prepared as required.
- Represented, certified, and marked DOT specification packages and failed to notify the Associate Administrator within 20 days after the date there was a change in the information submitted for the original approval.
- Represented, marked, and certified a UN 4G package which failed to comply with sections of selective packaging Variation 1.

LP gas service provider.

Penalty amount: **\$16,125**

- Failed to create and retain training records.
- Filled a DOT specification cylinder with a hazardous material overdue for periodic requalification.
- Offered liquefied petroleum gas, 2.1, and failed to keep a copy of the security plan accessible.
- Represented, certified, and marked cylinders as having been successfully requalified and failed to maintain complete and accurate daily records of requalification.
- Represented, certified, marked, and offered DOT specification cylinders as having been successfully retested without holding a current RIN issued by DOT/PHMSA and failed to properly mark a requalified cylinder with the actual date of requalification. ♦



FEBRUARY 2022 SAFETY MEETING

Handling Out-of-Gas Situations

Propane delivery personnel will handle out-of-gas situations on occasion. These “interruptions of service” merit quick response since they may indicate leaks or other hazards. It is important that you understand potential causes so you can remedy problems quickly. Always follow your company’s policies and procedures. The following additional tips will help safeguard you and your customers.

WHEN A SITUATION IS CALLED IN BY A CUSTOMER:

Various out-of-gas situations are reported by customers and forwarded to propane delivery personnel. When talking with the homeowner before you arrive:

- * Tell him/her to close all appliance valves and the valve at the tank or the main shutoff valve located in the fuel line.
- * Make arrangements for the customer to be home for a leak check and return to service.

WHEN A SITUATION IS DETECTED DURING A ROUTINE SERVICE CALL:

- * Personally inspect to make sure the tank or cylinder and all appliances’ valves are closed.
- * Charge the container to operating pressure or replace the cylinder.
- * Check the container and connections for leaks with an approved leak detector solution.
- * Perform a leak check per your company’s operating procedures.
- * Fill the container.
- * Put the system back in service, if it is safe to do so.

WHEN RESPONDING TO A SITUATION WHERE THE CUSTOMER IS NOT PRESENT:

It’s possible that no one will be home when you discover an out-of-gas situation. If you cannot gain access to appliances to perform a leak check, follow these safety steps:

DO NOT PUMP UNLESS THE CUSTOMER IS AT HOME.

Regardless of how an out-of-gas situation is discovered, NFPA 54 requires that the propane marketer notify all affected users any time the gas supply is turned off and that a leak check be performed before placing the system back in service.

MINIMIZING OUT-OF-GAS CALLS:

You can help minimize out-of-gas calls by:

- * Monitoring customers’ propane needs.
- * Anticipating changing requirements such as higher propane usage due to weather or home improvements.
- * Promoting customer awareness of propane storage levels.
- * Promoting company services such as “keep full service”, budget billing programs, and electronic liquid level monitors.

FEBRUARY 2022
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. Safety Meeting: Handling Out-Of-Gas Situations _____

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

Fax #:601-933-3417