



LAMPTON-LOVE, INC.

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Date: January 7, 2016
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – January 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 January 2016. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Lane Changes!)
2. Safety Meeting: (General Safety Practices)

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)

Lane Changes!

Much of the driving done by commercial vehicle drivers is on multilane, limited access highways. Whether is it an open interstate or multilane road in an urban area changes always present a challenge and always raise the risk for the commercial vehicle driver.

Every time you change lanes in any vehicle, but especially a CMV your risk goes up, sometimes a lot, sometimes only slightly but the risk factor does increase. So with that said, a good guideline would be look for a place to stay instead of a place to go.

Drivers who constantly change from one lane to another thinking they are going to get some advantage or thinking they will get there quicker often end up right beside you at the next traffic light or the next exit. They have increased their risk with every lane change and probably increased their stress level and the stress level of everyone around them.

Now certainly there are times when lane changes are appropriate and necessary and it is important that you remember these tips. **As in a passing maneuver, ask these three questions: is it safe, is it legal, is it necessary? If you can answer yes to all three then a lane change might be in order.**

Keep in mind that in a lane change you can be involved in a sideswipe collision, in which you might force someone off the road or out of their lane into the path of another vehicle.

If a lane change is indicated check the lane that you are moving into to make certain it is clear. Signal your intentions well in advance of the move. Check your mirrors and blind spots and use the lean and look method to get a better look and what is going on around you.

After you make the move, keep watching all the areas around your vehicle, maintain a safe speed and cancel your turn signal. Now it took a lot longer to read this procedure than it does to make a lane change at highway speeds.

Remember that “improper or erratic lane change” is considered a serious traffic violation under 383.51 of the Federal Motor Carrier Safety Regulations.

- ❑ Adjust your speed to traffic flow and always maintain speed that is legal and consistent with road and traffic conditions.
- ❑ Avoid frequent lane changes. Even in urban areas select a lane that will enable you to get through the area without changing lanes or with a minimal number of lane changes.
- ❑ Never tailgate prior to making a lane change; maintain proper following distance and watch that vehicle in front of you.
- ❑ Stay in your proper lane; many areas have truck lane restrictions and a lane change to one of those lanes could result in a citation or worse an accident.
- ❑ Maintain a cushion of safety to your front, rear and right and left sides and watch those blind spots.

Lane change accidents are almost always preventable on someone's part. **You are the professional and know the risks and what to do to deal with them.** Drive safely, drive responsibly, and drive professionally and change lanes safely.

Drive Safely!

Drive Responsibly!!

Drive Professionally!!!

JANUARY 2016 SAFETY MEETING

General Safety Practices

Lampton-Love, Group of Affiliated Companies values all its employees and your safety is a constant concern. We take every precaution to provide you with a safe workplace but common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home.

The cooperation of every employee is necessary to make your organization a safe place in which to work. Help yourself and others by immediately reporting unsafe conditions or hazards to your supervisor. Give earnest consideration to the rules of safety presented to you by posters, signs, and discussions with your supervisor, posted rules, and governmental regulations. Always think of safety as you perform your job, or as you learn a new one.

Accident reporting

Any injury at work – no matter how small – must be reported immediately to your supervisor. Serious medical problems can arise from even small injuries if they are not cared for at once.

Safety rules and guidelines

- ☐ To ensure your safety, and that of your co-workers, observe and obey the rules and guidelines appropriate to your job duties. These rules general are:
- ☐ Observe and practice the safety procedures established for your job.
- ☐ In case of sickness or injury, no matter how slight, report at once to your supervisor. In no case should an employee or volunteer treat his own injury or someone else's like removing foreign particles from someone else's eye.
- ☐ Be careful not to move injured employees, keep them quiet and warm while awaiting professional response. Make sure they have an unobstructed airway.
- ☐ Do not wear loose clothing or jewelry around machinery. It may catch on moving equipment and cause a serious injury.
- ☐ Never distract the attention of another person, as you might cause him or her to be injured. If necessary to get the attention of another person, wait until it can be done safely.
- ☐ Where required, you must wear protective equipment, such as goggles, safety glasses, masks, hearing protection and gloves, etc.
- ☐ Keep your work are clean.
- ☐ Observe "no smoking" and other safety/operational signs.
- ☐ Shut down and lockout/tagout machinery before cleaning, repairing or leaving it.

- ☐ While operating a motor vehicle, do not exceed a speed that is safe for existing conditions.
- ☐ Running and horseplay are strictly forbidden.
- ☐ Do not block access to fire extinguishers.
- ☐ Do not tamper with electric controls or switches.
- ☐ Do not operate machines or equipment until you have been properly instructed and authorized to do so by your supervisor.
- ☐ Do not engage in any practices as may be inconsistent with ordinary and reasonable common sense safety rules.
- ☐ Report *any* unsafe condition or acts to your supervisor.
- ☐ Help to prevent accidents.
- ☐ Use designated passages when moving from one place to another, never take hazardous shortcuts (i.e., between moving equipment or across roadways).
- ☐ Lift properly – use your legs, not your back. For heavier loads, ask for assistance or use mechanical lifting aids.
- ☐ Do not adjust, clean, or oil moving machinery unless you are trained to do so.
- ☐ Keep machine guards in their intended place.
- ☐ Do not throw objects.
- ☐ Clean up spilled liquid, oil, or grease immediately.

Safety checklist

If you spot one of the conditions on the following list – or any other possible hazardous situation – report it to your supervisor immediately.

- ☐ Slippery floors and walkways
- ☐ Tripping hazards, such as hose links, piping, etc.
- ☐ Missing (or inoperative) entrance and exit signs and lighting
- ☐ Poorly lighted passages and walkways
- ☐ Loose handrails or guard rails
- ☐ Dangerously piled supplies or equipment
- ☐ Open doors on electrical panels

- ☐ Leaks of water, propane, oil, other liquids
- ☐ Blocked aisles
- ☐ Blocked fire extinguishers
- ☐ Evidence of any equipment running hot or overheating
- ☐ Oily rags
- ☐ Evidence of smoking in non-smoking areas
- ☐ Directional or warning signs not in place
- ☐ Safety devices not operating properly or have been deactivated
- ☐ Machine, power transmission, or drive guards missing, damaged, loose, or improperly placed

Seat belts

All employees must use seat belts and shoulder restraints whenever they operate a vehicle. The driver is responsible for seeing that all passengers in front and rear seats are buckled up.

Good housekeeping

Your work location should be kept clean and orderly. Clean up spills, drips, and leaks immediately to avoid slips and falls. Place trash in the proper receptacles. Stock shelves carefully so parts, equipment and merchandise will not fall over.

Conclusion

Having a safe and productive work place is everyone's responsibility. Encourage all workers to be active in recognizing hazards and correcting them. There's too much at stake if we don't!

**JANUARY 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.
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