



LAMPTON-LOVE, INC.

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Date: January 3, 2018
To: All Branch Managers
From: Gene Maddox *gm*
Safety Director
Subject: Branch Office Monthly Safety Meeting – January 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 January 2018. You may add topics, but please document the following topics:

1. News Briefs!!! (Driver Mandatory Notification)
2. Safety Meeting: (Parking Indoors – taken from NFPA 58)

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)

Drivers Mandatory Notification

§383.31 Notification of convictions of driver violations

- a) Each person who operates a commercial motor vehicle, who has a commercial driver's license issued by a State or jurisdiction, and who is convicted of violating, in any type of motor vehicle, a State or local law relating to motor vehicle traffic control (other than a parking violation) in a State or jurisdiction other than the one which issued his/her license, shall notify an official designation by the State or jurisdiction which issued such license, of such conviction. The notification must be made within 30 days after the date that person has been convicted.
- b) Each person who operates a commercial motor vehicle, who has a commercial driver's license issued by a State or jurisdiction, and who is convicted of violating, in any type of motor vehicle, a State or local law relating to motor vehicle traffic control (other than a parking violation), shall notify his/her current employer of such conviction. The notification must be made within 30 days after the date that the person has been convicted. If the driver is not currently employed, he/she must notify the State or jurisdiction which issued the license according to §383.31(a).
- c) Notification. The notification to the State official and employer must be made in writing and contain the following information:

- 1) Driver's full name;
- 2) Driver's license number;
- 3) Date of conviction;
- 4) The specific criminal or other offense(s), serious traffic violation(s), and other violation(s) of State or local law relating to motor vehicle traffic control, for which the person was convicted and any suspension, revocation, or cancellation of certain driving privileges which resulted from such conviction(s);
- 5) Indication whether the violation was in a commercial motor vehicle;
- 6) Location of offense; and
- 7) Driver's signature.

§383.33 Notification of driver's license suspensions

Each employee who has a driver's license suspended, revoked, or canceled by a State or jurisdiction, who loses the right to operate a commercial motor vehicle in a State or jurisdiction for any period, or who is disqualified from operating a commercial motor vehicle for any period, shall notify his/her current employer of such suspension, revocation, cancellation, lost privilege, or disqualification. The notification must be made before the end of the business day following the day the employee received notice of suspension, revocation, cancellation, lost privilege, or disqualification.

PLEASE PRINT:

NAME (IN FULL) _____
LICENSE # _____ STATE _____
DATE OF CONVICTION _____
SPECIFY OFFENSE/VIOLATION _____
VIOLATION IN A COMMERCIAL MOTOR VEHICLE YES _____ NO _____
LOCATION OF OFFENSE (Nearest Town) _____
STATE _____
WAS YOUR LICENSE SUSPENDED, REVOKED OR CANCELLED AS A RESULT OF CONVICTION? _____
IF YES, FOR HOW LONG? _____
SIGNATURE _____ DATE _____

Within 30 days after time of conviction, this form is to be completed and forwarded to Billy Boyd, Gene Maddox and Lynn Eldridge.

JANUARY 2018 SAFETY MEETING

9.7.3 Parking Indoors **Information taken from NFPA 58**

9.7.3.1 Cargo tank vehicles parked in any public garage or building shall have L.P. Gas liquid removed from the following:

- (1) Cargo tank
- (2) Piping
- (3) Pump
- (4) Meter
- (5) Hose
- (6) Related equipment

9.7.3.2 Vehicles used to carry portable containers shall not be moved into any public garage or building for parking until all portable containers have been removed from the vehicle.

9.7.3.3 The pressure in the delivery hose and related equipment shall be reduced to approximately atmospheric.

9.7.3.4 All valves shall be closed before the vehicle is moved indoors.

9.7.3.5 Delivery hose or valve outlets shall be plugged or capped before the vehicle is moved indoors.

9.7.3.7 Where vehicles are serviced or repaired indoors, the following shall apply;

- (1) When it is necessary to move a vehicle into any building located on premises owned or operated by the operator of such vehicle for service on engine or chassis, the provisions of 9.7.3.6 shall apply.
- (2) When it is necessary to move a vehicle carrying or containing LP-Gas into any public garage or repair facility for service on the engine or chassis, the provisions of 9.7.3.1 shall apply, or the driver or a qualified representative of an LP-Gas operator shall be in attendance at all times while the vehicle is indoors, and the following shall apply:
 - (a) Leaks in the vehicle LP-Gas systems shall be repaired before the vehicle is moved indoors.
 - (b) Primary shutoff valves on cargo tanks, portable containers, and other LP-Gas containers installed on the vehicle (other than propulsion engine fuel containers) shall be closed.
 - (c) LP-Gas liquid shall be removed from the piping, pump, meter, delivery hose, and related equipment and the pressure therein reduced to approximately atmospheric before the vehicle is moved inside.
 - (d) Delivery hose or valve outlets shall be plugged or capped before the vehicle is moved indoors.
 - (e) No container shall be located near a source of heat or within the direct path of hot air blown from a blower or from a blower-type heater.
 - (f) LP-Gas containers shall be gauged or weighed to determine that they are not filled beyond the maximum filling capacity in accordance with Section 7.4.

If it is necessary to service cargo tank vehicles in garages, the following options are provided in 9.7.3.7:

1. If the garage is owned or operated by the vehicle operator, the requirements of 9.7.3.6 for parking of vehicles in public garages apply.
2. If the garage is a public garage, either the vehicle must be emptied of LP-Gas as required by 9.7.3.1 or the vehicle operator must be at the vehicle at all times it is in the garage, and the vehicle must meet the criteria in 9.7.3.7(2).

9.7.3.8 If repair work or servicing is to be performed on a cargo tank vehicle system, all LP-Gas shall be removed from the cargo tank and piping, and the system shall be thoroughly purged before the vehicle is moved indoors.

It is extremely important to remove all LP-Gas from the cargo tank and piping and to purge any residual vapor from the system. Even though the repair work may not be intended to pen the piping or tank, it may occur. There have been a number of incidents where significant releases of LP-Gas have occurred in repair shops due to unintended work and worker error [37].

JANUARY 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: Driver Mandatory Notification _____
2. Safety Meeting: Parking Indoors (taken from NFPA 58) _____
- _____
- _____
- _____

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