



LAMPTON-LOVE, INC

P.O. BOX 1607 • JACKSON MISSISSIPPI 39215-1607
2950 Layfair Drive • Flowood, Mississippi 39232-8822
(601) 933-3400 • Fax (601) 933-3420

Date: January 23, 2024
To: All Branch Managers
From: Kelly Meeks
Safety Director 
Subject: Branch Office Monthly Safety Meeting – January 2024

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 a copy to Lynn Mathis or LLSafety@lamptonlove.com.** *Please keep the original for your records.*

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are 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 2024. You may add topics, but please document the following topics:

A Leak Test Is REQUIRED

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

JANUARY 2024 SAFETY MEETING

A Leak Test Is REQUIRED

Winter weather has come with a vengeance. Everyone should be taking steps to prepare for freezing temperatures and severe winter weather. Customers will be doing some extraordinary things to keep themselves and their pets warm, thus, creating some dangerous situations.

Don't let your guard down.

As cold weather envelops our areas , we can expect more frequent interruption-of-service situations.

If a customer says that they smell gas OR if they are out of gas, **a leak test is REQUIRED.**

We are the trained professionals. It is our duty to keep the public as safe as we can in spite of themselves.

In order to service customers, we must have safe access to the property. If our trucks can't enter driveways, etc safely, the delivery shouldn't happen.

Any questions/concerns, call your manager.



**JANUARY 2024
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD**

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments: Safety Meeting:

A Leak Test Is REQUIRED

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. to:

Kelly Meeks/Lynn Mathis -- LLSafety@lamptonlove.com

P. O. Box 1607, Jackson, MS 39215-1607

Fax #:601-933-3417