



LAMPTON-LOVE, INC.

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Date: July 1, 2014
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – July 2014

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 July 2014. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Be Aware – BEWARE, Tank/Cylinder Painting Precautions)
2. Safety Meeting: (Bloodborne Pathogens)

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)

Be Aware – BEWARE!

We have been warned about dangerous conditions since we were children. Our parents warned us not to run with scissors in our hands and to look both ways before crossing the street. As adults, we are warned about topics including diet, medication and driving. We have learned that the key to dealing with unsafe conditions is to be aware of the hazards. With regard to driving, the most dangerous situation we have to deal with is distracted driving. One of the largest distractions is drivers not paying attention to what is going on around them and how they are driving and responding to the dangers in this constantly changing environment. The National Highway Traffic Safety Administration reports that 80 percent of all collisions are the result of drivers not paying attention to the task at hand. The average driver will make an estimated 200 decisions in each mile of driving. Most of these decisions are almost reflex actions, but if the driver is distracted for any reason, what may normally be a good decision can turn into a disastrous and sometimes deadly decision. The number one distraction is not keeping your mind on driving. Safe driving requires 100 percent of your attention, 100 percent of the time, and that is a difficult task. We have busy lives, and sometimes when driving, we think of family, recreation, finances, work, schedules and other things and allow our thoughts and concentration on driving to be distracted.

Fatigue is another cause of distracted driving. Nothing works right when you are tired. Fatigue impairs your ability to process information, make safe decisions and slows reaction time. Weather, traffic conditions and just changes in scenery are also distracting if we allow them to be; it is your choice.

The good news is that technology is a part of our everyday life; the bad news is that technology is a part of our everyday life! Used properly, and controlled, technological advances can make us better informed, more efficient and even safer. Used improperly technology can be deadly. Texting is illegal for all commercial drivers (392.80 FMCSR) and using any hand-held communication device is also illegal (392.82 FMCSR). Someone engaging in either of these activities is distracted and has the same level of impairment as someone who is driving drunk. Distracted driving includes anything that takes your mind off your driving, eyes off the road or hands off the wheel. The driver could be legal under the law using a hands-free device and still ruled to be distracted in court. Penalties can be levied in both civil court and in criminal proceedings, and are usually very severe.

The following are some interesting facts provided by the National Safety Council:

- ◆ In 2013, 3,328 people were killed in crashes involving distracted drivers.
- ◆ Driving while using a cell phone reduces brain activity by 37%
- ◆ Cell phone use and texting cause more than one of every four accidents.
- ◆ Over 30 studies show that hands-free devices are no safer than hand-held devices.

- ◆ Your field of vision is reduced by 50% when talking or texting because your brain cannot process half of what your eyes see.
- ◆ The activity area of the brain that processes moving images decreases by one-third when listening to someone talk on a cell phone which means your brain is less likely to recognize and respond to moving things.

You are the professional; you make good decisions, safe decisions and take your professional responsibilities seriously. Don't become a victim to distracted driving. Look out for the thousands of distracted drivers in your workplace.

Drive Safely, Drive Responsibly, Drive Professionally.

Tank/Cylinder Painting Precautions

With summer on us, many propane marketers are actively engaged in painting tanks and cylinders. This job is considered by most people to be very safe. However, these same employees could experience injuries when prepping and painting propane tanks, unless they are very careful. The purpose of this brief is to identify those hazards and discuss ways in which to minimize the threat of injuries while painting and reconditioning tanks. This can also be helpful for employees who perform other work operations out-of-doors.

Listed below are the hazards associated with tank painting:

- ◆ Heat-related injuries
- ◆ Fire and explosion hazards
- ◆ Damage to eyes from the sun
- ◆ Ants, wasps, insects, snakes and related natural threats
- ◆ Exposure to skin by solvents and paints
- ◆ Grinding, scraping, wire brushing and preparing for painting
- ◆ Setting, moving and re-positioning tanks
- ◆ Tank repairs and re-valving

Heat-related injuries

Take extra precautions to protect yourself from the effects of heat and sun exposure. If possible, find a shady spot where there is a breeze and air movement. Wear a hat and light, loose fitting clothing. Consider wearing a long-sleeved shirt or apply sunblock with at least an SPF rating of 30. Drink plenty of water or sport drinks such as PowerAde, Gatorade or similar electrolyte replacement drinks. Avoid caffeine and carbonated drinks such as coffee, tea and soft drinks as they tend to dehydrate you. Monitor yourself carefully, if you stop sweating or feel faint, get help immediately! Avoid painting in the hottest part of the day; start early in the morning and quit early in the afternoon. Take frequent rest breaks.

Fire and Explosion Hazards

Many paints and thinners are solvent-based, which means they are extremely flammable! Be careful where you mix and apply paints. Be aware of ignition sources that could initiate a fire or explosion. Smoking and certain electrical devices such as power drills used for mixing paint have been known to cause fires. Customers have also been known to enter into a painting area and accidentally introduce sources of ignition. Remember, you must be in control of your work environment and being watchful for sources of ignition is your responsibility.

Damage to Eyes From the Sun

Applying light-colored paint to a tank can reflect a tremendous amount of radiant and light energy back to the worker. Workers should always wear high quality sunglasses with appropriate UV protection. The delicate tissues of the eye can become damaged if over-exposed to bright sunlight levels for extended periods of time. Remember, even if the sun is blocked by clouds, UV rays can enter the eye and cause damage. Some eye injuries take years to develop, don't risk your precious sight, it's far too valuable!

Ants, Wasps, Insects, Snakes and Related Natural Threats

Working around tanks can be dangerous because of natural threats such as snakes, ants and other insects. When approaching a tank, examine the ground carefully for evidence of infestations. Open the tank dome slowly and look for evidence of wasps under the dome. Many industry veterans have a spray can of wasp killer close at hand in case it is needed. Be especially wary of fire ant colonies for those workers in the Deep South. Fire ants are easily excitable and they can swarm up a pant leg or arm in no time creating extreme pain, serious injuries and even death! If a fire ant colony is found under a tank, treat the area with fire ant killer and leave the site until all the ants have been killed or they've left the area. Also, be on the lookout for snakes, rodents and other pests. The key is not to be "surprised" by these animals, deal with them strongly and affirmatively before starting work activities.

Exposure to Skin by Solvents and Paint

As always, refer to the manufacturer's Safety Data Sheets (SDS) when working around these chemical compounds. Generally speaking however, use approved gloves, eye and face protection and refrain from breathing in large amounts of the vapors. Keep materials from coming in contact with your skin. Remember many of these chemicals will absorb into the skin and can cause severe reactions to some people. Read the labels as to how to clean your skin of this material after you've completed your duties.

Grinding, scraping, wire brushing and preparing for painting

These operations can be quite hazardous. Always wear gloves and eye protection and always thoroughly wash your hands before eating as our hands will likely be contaminated with compounds including heavy metals such as lead and Chromium that could make you ill. **Note:** hearing protection might also be required on some very noisy grinders and related tools. Dust masks might also be a good idea in some instances.

Setting, moving and re-positioning tanks

Use extreme care when lifting, moving or re-positioning tanks and cylinders. Ensure you have the proper equipment and that all lifting aids are in good condition. Remember lifting lugs on propane tanks are only approved if you lift them with no more than 5% liquid. Lifting lugs could fail if the tank contains more than 5% liquid, thereby causing an extreme fire and explosion hazard. Have the necessary blocks, pads and other equipment on hand to ensure the operations go smoothly. Also for DOT compliance, ensure all customer tanks stored on your yard contains no more than 5% liquid.

Tank repairs and re-valving

If valves are to be replaced on a tank or cylinder, ensure that the tank is empty of its contents. NEVER attempt to re-valve a tank when it contains positive pressure. Use the proper tools and equipment and always control ignition sources. Ensure you have the proper replacement part(s) on hand to immediately re-install in the tank/cylinder, as you never want to leave a tank/cylinder open to the atmosphere for any length of time. Many safety professionals suggest that fully-charged fire extinguisher be available in case it's needed.

JULY 2014 SAFETY MEETING BLOODBORNE PATHOGENS

For our July safety meeting, we want to conduct our Bloodborne Pathogens Annual Training using your manual from your Safety Library.

A pathogen is a microorganism or virus that can carry a disease. Bloodborne pathogens are those that are present in the blood, and are transmitted to another person by contact with the blood or certain other body fluids. There are many diseases that can be conveyed from one person to another through contact with blood or other body fluids.

What does this have to do with you? Think about it for just moment. The worker next to you suddenly yells for help and you see that he or she has been cut badly. Your immediate reaction is to help them – but before you leap to the rescue you need to protect yourself from contact with any of the victim's blood or other body fluids.

JULY 2014 SAFETY MEETING

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: _____

E-mail or fax this sheet only to: Lampton-Love Inc.
Gene Maddox/Lynn Eldridge

Date: _____

P.O. Box 1607
Jackson, MS. 39215-1607
Fax #: 601-933-3420

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
BLOODBORNE PATHOGENS**

BLOODBORNE PATHOGENS

Company Name: _____

Date: _____ Manager: _____

**I HEREBY CERTIFY THAT I HAVE REVIEWED THE BLOODBORNE PATHOGENS
TRAINING PROGRAM;**

EMPLOYEE NAME and JOB TITLE
(please print)

EMPLOYEE SIGNATURE

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
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