



LAMPTON-LOVE, INC.

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Date: July 9, 2015
To: All Branch Managers
From: Gene Maddox 
Subject: Branch Office Monthly Safety Meeting – July 2015

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 2015. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Odorization & Contamination Awareness for Propane)
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)

Odorization and Contamination Awareness for Propane

In this Safety Meeting, we want to discuss the importance for proper odorant levels and perform work operations that will minimize the risk of odorant fade. Additionally it's also important to be aware of propane contaminants like anhydrous ammonia, hydrogen sulfide and other compounds that could accidentally be introduced by the propane supplier or transporter.

As most of you are aware, propane is naturally odorless after it's refined or leaves a natural gas wellhead. To help detect its presence, an odorant is added to the product by the supplier prior to releasing it for transportation. Although it's possible other odorants can be used, ethyl mercaptan is typically used in our industry to odorize propane. Per NFPA 58, the dosage rate for ethyl mercaptan must be at least 1.0 lbs./10,000 gallons of propane. Typically, the industry adds ethyl mercaptan at a rate of 1.5 lbs./10,000 gallons just to be sure that it is properly odorized. Because unodorized propane can't be smelled when it's accidentally released, it presents a risk to employees, our customers and members of the general public.

Odorant fade is a term used in the propane industry referring to the possibility that odorant within properly odorized propane can lose its distinctive odor through an oxidation process.

Oxidation occurs when Ethyl Mercaptan reacts (oxidizes) when in the presence of air, water and/rust while inside a propane storage container. Severe odorant fade could make it impossible for someone to detect the presence of propane should it be accidentally released from its container. Typically, odorant fade only occurs when propane is introduced into new containers that haven't been properly purged of air and water. Containers left open to the atmosphere are also candidates for odorant fade. Existing containers in continuous service are not likely to experience odorant fade.

The best way to minimize the possibility of odorant fade is to purge all new containers along with those that have been depressurized and left open to the atmosphere. Purging involves introducing properly odorized propane into a container several times. After each introduction of propane vapor, the contents are safely vented to atmosphere a total of 4 to 5 times. After purging operations are completed, no more than 3% air will be left in the container. REMEMBER to only purge with propane vapor at a pressure of 10-15 psi.

Each time a liquid propane transfer connection is disconnected it is always a good idea to consciously smell for the presence of odorant. It's also a good idea to check for odorant when performing GasCheck or similar customer system inspections. Propane that has a very weak odor or no odor at all should immediately be reported to your supervisor. Trucks and cylinders that might have received this product must be immediately returned to your facility for testing and further instructions from your supervisor. Customers who received this product must be accounted for and documented in case it is determined the product is defective. Note: refer to your company's own policies and procedures relative to odorization and be sure to follow them completely.

While performing the sniff test mentioned above, be sure to also check for the presence of other compounds such as anhydrous ammonia or hydrogen sulfide. These contaminants can have devastating effects on propane gas systems such as leakage and even failures of piping, fittings and gas control systems. Please be reminded that propane specifications don't allow for any amounts of these products to be in propane.

As its name suggests, anhydrous ammonia smells like ammonia, whereas hydrogen sulfide has a noticeable sulfur smell. You might also notice that brass fittings and adapters are discolored from their normal color. Both anhydrous ammonia and hydrogen sulfide will turn brass fittings green, black or shades of purple. You might also notice pitting and even cracks in severe cases. Usually, it's not hard to detect visually that these containers were filled with contaminated substance. When in doubt, check it out!!!

Remember that it is company policy to perform a sniff test each time a driver loads the bobtail. The sniff test must be recorded.

JULY 2015 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 2015 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: _____

Date: _____

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

5 _____

6 _____

7 _____

8 _____

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10 _____

11 _____

12 _____

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