



LAMPTON-LOVE, INC.

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Date: July 6, 2016
To: All Branch Managers
From: Gene Maddox *gm*
Safety Director
Subject: Branch Office Monthly Safety Meeting – July 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 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 July 2016. You may add topics, but please document the following topics:

1. News Briefs!!! (Working Outdoors in Warm Climates)
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 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)

Working Outdoors in Warm Climates

Hot summer months pose special hazards for outdoor workers who must protect themselves against heat, sun exposure, and other hazards. Employers and employees should know the potential hazards in their workplaces and how to manage them.

Sun

Sunlight contains ultraviolet (UV) radiation, which causes premature aging of the skin, wrinkles, cataracts, and skin cancer. There are no safe UV rays or safe suntans. Be especially careful in the sun if you burn easily, spend a lot of time outdoors, or have any of the following physical features: numerous, irregular, or large moles; freckles, fair skin; or blond, red, or light brown hair. Here’s how to block those harmful rays:

- ◆ Cover up. Wear loose-fitting, long-sleeved shirts and long pants.
- ◆ Use sunscreen with a sun protection factor (SPF) of at least 30. Be sure to follow application directions on the bottle or tube.
- ◆ Wear a hat. A wide brim hat, not a baseball cap, works best because it protects the neck, ears, eyes, forehead, nose and scalp.
- ◆ Wear UV-absorbent sunglasses (eye protection). Sunglasses don’t have to be expensive, but they should block 99 to 100 percent of UVA and UVB radiation. Before you buy sunglasses, read the product tag or label.
- ◆ Limit exposure. UV rays are most intense between 10 a.m. and 4 p.m.

Heat

The combination of heat and humidity can be a serious health threat during the summer months. If you work outside (for example, at a beach resort, on a farm, at a construction site) or in a kitchen, laundry or bakery you may be at an increased risk for heat-related illness. So, take precautions. Here’s how:

- ◆ Drink small amounts of water frequently.
- ◆ Wear light-colored, loose-fitting, breathable clothing – cotton is good.
- ◆ Take frequent short breaks in cool shade.
- ◆ Eat smaller meals before work activity.
- ◆ Avoid caffeine and alcohol or large amounts of sugar.
- ◆ Work in the shade.
- ◆ Find out from your health care provider if your medications and heat don’t mix.
- ◆ Know that equipment such as respirators or work suits can increase heat stress.

There are three kinds of major heat-related disorders – heat cramps, heat exhaustion and heat stroke. You need to know how to recognize each one and what first aid treatment is necessary.

Lyme Disease/Tick-Borne Diseases

These illnesses (i.e., Rocky Mountain spotted fever) are transmitted to people by bacteria from bites of infected deer (blacklegged) ticks. In the case of Lyme disease, most, but not all, victims will develop a “bulls-eye” rash. Other signs and symptoms may be non-specific and similar to flu-like symptoms such as fever, lymph node swelling, neck stiffness, generalized fatigue, headaches, migrating joint aches, or muscle aches. You are increased risk if your work outdoors involves construction, landscaping, forestry, brush clearing, land surveying, farming, railroads, oil field, utility lines, or park and wildlife management. Protect yourself with these precautions:

- ◆ Wear light-colored clothes to see ticks more easily.
- ◆ Wear long sleeves; tuck pant legs into socks or boots.
- ◆ Wear high boots or closed shoes that cover your feet completely.
- ◆ Wear a hat.
- ◆ Use tick repellants, but not on your face.
- ◆ Shower after work. Wash and dry your work clothes at high temperature.
- ◆ Examine your body for ticks after work. Remove any attached ticks promptly and carefully with fine-tipped tweezers by gripping the tick. Do not use petroleum jelly, a hot match, or nail polish to remove the tick.

West Nile Virus

West Nile virus is transmitted by the bite of an infected mosquito. Mild symptoms include fever, headache, and body aches, occasionally with a skin rash on the trunk of the body and swollen lymph glands. Symptoms of severe infection include headache, high fever, neck stiffness, stupor, disorientation, coma, tremors, convulsions, muscle weakness, and paralysis. You can protect yourself from mosquito bites in these ways:

- ◆ Apply Picaridin or insect repellent with DEET to exposed skin.
- ◆ Spray clothing with repellents containing DEET or permethrin. (NOTE: Do not spray permethrin directly onto exposed skin.)
- ◆ Wear long sleeves, long pants, and socks.
- ◆ Be extra vigilant at dusk and dawn when mosquitoes are most active.
- ◆ Get rid of sources of standing water (used tires, buckets) to reduce or eliminate mosquito breeding areas.

Poison Ivy-Related Plants

Poison ivy, poison oak, and poison sumac have poisonous sap (urushiol) in their roots, stems, leaves and fruits. The urushiol may be deposited on the skin by direct contact with the plant or by way of contact with contaminated objects, such as clothing, shoes, tools, and animals.

Approximately 85 percent of the general population will develop an allergy if exposed to poison ivy, oak or sumac. Forestry workers and firefighters who battle forest fires have developed rashes or lung irritations from inhaling the smoke of burning plants.

- ◆ Wear long-sleeved shirts and long pants, tucked into boots. Wear cloth or leather gloves.
- ◆ Apply barrier creams to exposed skin.
- ◆ Educate workers on the identification of poison ivy, oak and sumac plants.
- ◆ Educate workers on signs and symptoms of contact with poisonous ivy, oak and sumac.
- ◆ Keep rubbing alcohol accessible. It removes the oily resin up to 30 minutes after exposure.

JULY 2016 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 a 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 2016
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Working Outdoors in Warm Climates _____
2. Bloodborne Pathogens Annual Training _____

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 #:601-933-3420

**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 _____	_____
9 _____	_____
10 _____	_____
11 _____	_____
12 _____	_____
13 _____	_____
14 _____	_____
15 _____	_____