



LAMPTON-LOVE, INC.

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Date: July 7, 2017
To: All Branch Managers
From: Gene Maddox *gm*
Safety Director
Subject: Branch Office Monthly Safety Meeting – July 2017

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 2017. You may add topics, but please document the following topics:

1. News Briefs!!! (Fire Extinguishers, Part II / Driver Distraction)
2. Safety Meeting: (Lockout/Tagout)

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)

Fire Extinguishers, Part II (Brief #1)

Fire Safety should be a major concern of all propane employees. It is important that employees be properly trained in the use of extinguishers before an incident occurs. Occupational Safety Health Act (OSHA) requirements state that employees must have fire extinguisher training yearly. As a continuation of June 2017 Safety Meeting, this month we will cover the proper selection and use of a portable fire extinguisher.

Selection of the proper fire extinguisher depends on numerous factors:

- ◆ Classification of the burning fuel (covered last month)
- ◆ Rating of the extinguisher
- ◆ Hazards to be protected
- ◆ Severity of the fire
- ◆ Any life hazard or operational concerns

While the operating procedures of each type of extinguishers are similar, you should become familiar with the instructions found on the extinguisher at your facility or on your vehicle. Before using the extinguisher, do a quick check to assure that it is charged and operable. Such a check may protect you from injury caused by a defective extinguisher. Your quick inspection should include:

- ◆ External condition – no apparent damage
- ◆ Hose/nozzle in place
- ◆ Pressure gauge in operable range

When it becomes necessary to use an extinguisher, do not panic and follow these guidelines:

- ◆ Have someone call the fire department – Do not delay the call!
- ◆ Pull the safety pin at the top of the extinguisher breaking the plastic or thin wire seal in the process.
- ◆ Approach flames from the windward side (wind at your back)
- ◆ Point the nozzle or horn of a safe direction and discharge a short burst to ensure proper operation. If the hose is clipped to the extinguisher body, release it before discharging the agent.

- ◆ Carry the extinguisher to within stream reach of the fire. Smaller extinguishers require a closer approach to the fire than larger units. Be aware that radiant heat may prohibit you from getting close enough for the agent to reach the fire. Adverse winds can also limit the reach of the agent. As a rule of thumb, 20lb. dry chemical extinguishers can have a reach of up to 20 ft.
- ◆ Aim the nozzle or horn toward the material that is burning.
- ◆ Squeeze the carrying handle and the discharge handle together to start the flow of agent. Release the handle to stop the flow.
- ◆ Sweep the nozzle back and forth at the base of the flames to ensure full coverage by the extinguishing agent until the fire is extinguished. Start at the rear edge of the fire and move forward while sweeping the nozzle from side to side. Do not plunge dry chemical into flammable liquid fires.
- ◆ Watch for smoldering hot spots or possible reigniting of flammable liquids. Make sure that the fire is out and be prepared to reapply agent if reigniting occurs.
- ◆ Back away from the fire area

Some other procedures to remember are

- ◆ If extinguishment is not achieved after an entire extinguisher has been discharged onto the fire, withdraw and reassess the situation.
- ◆ If more than one extinguisher is being used simultaneously, employees must work in unison and maintain a constant awareness of each other's actions and positions.
- ◆ After extinguishers are empty, lay them on their sides. This procedure will signal incoming firefighters that they are empty and reduce the chance of someone taking one and approaching a fire with an empty extinguisher.
- ◆ Rule of thumb: a 20lb dry chemical extinguisher will have about 25 seconds of discharge time.
- ◆ ABC rated fire extinguishers are acceptable to replace a BC rated unit.

Know your limitations and the limitations of your equipment. Never extinguish a propane fire unless the flow of the product can be shut off. Some fires may overpower your extinguisher. These are losers. There is an old saying: "Risk little to save little, risk a lot to save a lot."

Brief #2

Driver Distraction Remains a Significant Problem

Fourteen percent of all police-reported vehicle crashes in 2015 involved driver distraction, according to new data from the National Highway Traffic Safety Administration (NHTSA).

There were 885,000 reported crashes involves distraction that year, down from 967,000 in 2014. The total includes 3,196 fatal crashes, 265,000 injury crashes, and 617,000 property-damage-only crashes.

Among other findings for 2015:

- ◆ 10% of fatal crashes and 15% of injury crashes involved driver distraction.
- ◆ 3,477 people were killed and an additional 391,000 were injured in crashes involving distracted drivers.
- ◆ 9% of all drivers 15 to 19 years old involved in fatal crashes were reported as distracted at the time of the crash, representing the largest proportion of drivers who were distracted at the time of a fatal crash.
- ◆ 551 pedestrians, bicyclists, and other non-occupants were killed in crashes involving distraction.

In NHTSA's analysis, "distraction" occurs whenever a driver diverts attention away from driving to focus on some other activity, including phone use, texting, eating, talking to other passengers, or adjusting the radio or climate controls.

JULY 2017 SAFETY MEETING

Lockout/Tagout Annual Training

For our July Safety Meeting we will conduct our annual Lockout/Tagout Training for our employees. Use your Lockout/Tagout Training Manual from your Safety Library to conduct the training. Attached is a blank copy of the 2017 signature sheet. After you have completed the training, have each employee sign the signature sheet and file it in the back of the training manual.

Send Lynn and/or Gene the signed safety meeting minutes.

JULY 2017
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments:

1. Fire Extinguishers, Part II / Driver Distraction _____

2. Lockout/Tagout 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
LOCKOUT/TAGOUT**

Lockout/Tagout	
Company Name: _____	
Date: _____	Manager: _____

I HEREBY CERTIFY THAT I HAVE REVIEWED THE LOCKOUT/TAGOUT 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 _____	_____