



LAMPTON-LOVE, INC

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Date: July 6, 2018
To: All Branch Managers
From: Gene Maddox *GM*
Safety Director
Subject: Branch Office Monthly Safety Meeting – July 2018

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 2018. You may add topics, but please document the following topics:

1. News Briefs!!! (1. Safety Tips for Commercial Drivers, 2. Occupational Heat Exposure)
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)

Safety Tips for Commercial Drivers

Trucking requires full concentration on the road. Not only must commercial drivers contend with other motorists, dangerous weather conditions, and wandering wildlife, but they must do so while operating large rigs, often carrying heavy and sometimes dangerous cargo. One mistake carries possible huge repercussions.

To help stay out of harm's way, consider the following safety tips when driving:

- ◆ Do not tailgate. Be patient. Maintain proper space with the vehicle in front of you. According to studies, the most common vehicle trucks hit is the one in front of them, due to tailgating. The bigger the rig the longer it takes to brake and stop.
- ◆ Signal early when approaching an intersection, giving other motorist ample warning of your intended direction.
- ◆ With so many blind spots on a truck, minimize lane changing. Check your side mirrors at least once every 10 seconds.
- ◆ Use the truck's flashers when driving below the posted speed limit for an extended period of time.
- ◆ Give your truck ample time and space when slowing down for a complete stop. Use brake lights early. Most motorists don't realize how long it takes for a truck to stop.
- ◆ If you must idle the truck, keep windows closed to avoid prolonged exposure to fumes.
- ◆ When pulled off to the side of a road, highway or interstate due to mechanical problems, always use flashers, reflective triangles.
- ◆ Try to maintain a full fuel tank in winter driving to prevent water condensation from building in the fuel lines.
- ◆ Maintain additional space with the vehicles in front of you when driving in rain or snow.
- ◆ Operate below the posted speed limit when driving in wintery conditions.
- ◆ Exercise caution when approaching bridges in wintertime. Bridges freeze faster than roads, creating difficult to detect black ice.
- ◆ Slow down in work zones. Close to one-third of all fatal work zone crashes involve large rigs. Plus, you could lose your commercial driver's license if caught speeding in a posted work zone.
- ◆ Take plenty of driving breaks, especially while driving cross-country, to help remain alert.
- ◆ Don't fight eye-fatigue. Pull off the road and take a nap. The consequences of falling asleep at the wheel far outweigh those associated with arriving late.
- ◆ Strictly adhere to commercial driver hour restrictions. By law you cannot exceed 12 on duty hours. You could jeopardize your truck driver career if caught violating this law.

Occupational Heat Exposure

Overview

Many people are exposed to heat on the job, outdoors or in hot indoor environments. Operations involving high air temperatures, radiant heat sources, high humidity, direct physical contact with hot objects or strenuous physical activities have a high potential for causing heat-related illness. Workplaces with these conditions may include iron and steel foundries, nonferrous foundries, brick-firing and ceramic plants, glass products facilities, rubber products factories, electrical utilities (particularly boiler rooms), bakeries, confectioneries, commercial kitchens, laundries, food canneries, chemical plants, mining sites, smelters, and steam tunnels.

Outdoor operations conducted in hot weather and direct sun, such as farm work, construction, oil and gas well operations, asbestos removal, landscaping, emergency response operations, and hazardous waste site activities, also increase the risk of heat-related illness in exposed workers.

Every year, thousands of workers become sick from occupational heat exposure and some even die. These illnesses and death are preventable.

- ◆ Why is heat a hazard to workers?
- ◆ Who could be affected by heat?
- ◆ How do I know if it's too hot?
- ◆ How can heat-related illness be prevented?
- ◆ How do I find out about employer responsibilities and worker rights?

Why is heat a hazard to workers?

When a person works in a hot environment, the body must get rid of excess heat to maintain a stable internal temperature. It does this mainly through circulating blood to the skin and through sweating.

When the air temperature is close to or warmer than normal body temperature, cooling off the body becomes more difficult. Blood circulated to the skin cannot lose its heat. Sweating then becomes the main way the body cools off. But sweating is effective only if the humidity level is low enough to allow evaporation, and if the fluids and salts that are lost are adequately replaced.

If the body cannot get rid of excess heat, it will store it. When this happens, the body's core temperature rises and the heart rate increases. As the body continues to store heat, the person begins to lose concentration and has difficulty focusing on a task, may become irritable or sick, and often loses the desire to drink. The next stage is most often fainting and even death if the person is not cooled down.

Excessive exposure to heat can cause a range of heat-related illnesses, from heat rash and heat cramps to heat exhaustion and heat stroke. Heat stroke can result in death and requires immediate medical attention.

Exposure to heat can also increase the risk of injuries because of sweaty palms, fogged-up safety glasses, dizziness, and burns from hot surfaces or steam.

Who could be affected by heat?

Workers exposed to hot indoor environments or hot and humid conditions outdoors are at risk of heat-related illness, especially those doing heavy work tasks or using bulky or non-breathable protective clothing and equipment. Some workers might be at greater risk than others if they have not built up a tolerance to hot conditions, or if they have certain health conditions. The table below shows some environmental and job-specific factors that increase the risk of heat-related illness.

Factors That Put Workers at Greater Risk

Environmental	High temperature and humidity
	Radiant heat sources
	Contact with hot objects
	Direct sun exposure (with no shade)
	Limited air movement (no breeze, wind or ventilation)
Job-Specific	Physical exertion
	Use of bulky or non-breathable protective clothing and equipment

Workers who are suddenly exposed to working in a hot environment face additional, but generally avoidable hazards to their safety and health. New workers and those returning from time away are especially vulnerable. That's why it is important to prepare for the heat: educate workers about the dangers of heat, and acclimatize workers by gradually increasing the workload or providing more frequent breaks to help new workers and those returning to a job after time away build up a tolerance for hot conditions.

How do I know if it's too hot?

The temperature rises
Humidity increases
The sun gets stronger
There is no air movement
No controls are in place to reduce the impacts of equipment that radiates heat
Protective clothing or gear is worn
Work is strenuous

The heat index, which takes both temperature and humidity into account, is a useful tool for outdoor workers and employers.

Heat Index	Risk Level	Protective Measures
Less than 91°F	Lower (Caution)	Basic heat safety and planning
91°F to 103°F	Moderate	Implement precautions and heighten awareness
103°F to 115°F	High	Additional precautions to protect workers
Greater than 115°F	Very High to Extreme	Triggers even more aggressive protective measures

How can heat-related illness be prevented?

Heat-related illnesses can be prevented. Important ways to reduce heat exposure and the risk of heat-related illness include engineering controls, such as air conditioning and ventilation, that make the work environment cooler and work practices such as work/rest cycles, drinking water often, and providing an opportunity for workers to build up a level of tolerance to working in the heat. Employers should include these prevention steps in worksite training and plans. Also, it's important to know and look out for the symptoms of heat-related illness in yourself and others during hot weather. Plan for an emergency and know what to do --- acting quickly can save lives!

JULY 2018 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.

A copy of the Employee Training Record should also be signed, a copy kept in the Bloodborne Pathogen Training Manual **and** a copy returned along with the Monthly Safety Meeting Minutes & Attendance Record.

JULY 2018
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments:

1. Safety Tips for Commercial Drivers / Occupational Heat Exposure _____
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.

E-Mail or fax this sheet only to: Lampton-Love, Inc.

Instructor's Signature: _____

Gene Maddox/Lynn Eldridge

**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 _____
