



LAMPTON-LOVE, INC

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(601) 933-3400 • Fax (601) 933-3420

Date: July 12, 2023

To: All Branch Managers

From: Kelly Meeks
Safety Director *Km*

Subject: Branch Office Monthly Safety Meeting – July 2023

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 Mathis or LLSafety@lamptonlove.com. Please keep the original for your records.**

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are 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 2023. You may add topics, but please document the following topics:

Safety Meeting: (PPE Hazard Assessments – 1. Handling Propane, 2. Tank Set or Generator set; 3. Piping House)

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

JULY 2023 SAFETY MEETING

PPE Hazard Assessments

July safety meeting is going to be on “PPE Hazard Assessments.” These **are required by OSHA** and we must have on file for each branch.

The documents have already been filled out for you but you will need to review them with all of the employees.

Personal Protective Equipment Hazard Assessment Certification

Selection of PPE must be based upon the protection needed:

- For the tasks to be performed,
- Conditions present,
- Duration of use, and
- Identified hazards.

Facility: _____			Assessor: _____	
Work Area: Handling or transferring propane (bulk plant, delivering, filling cylinders, etc)			Date: _____ I, _____, _____ certify that the evaluation of the identified work areas was conducted on _____.	
Hazards (Check the appropriate box)	Describe specific hazards	Identify PPE required to address hazards		
Body (Torso) Hazards 29 CFR 1910.132				
Asphalt /Chemical splash	Yes ☒ No ☐	Propane exposure	Shirt with sleeves and pants	
Burn	Yes ☒ No ☐	Propane exposure/burn	Shirt with sleeves and pants	
Harmful Dust	Yes ☐ No ☒			
Flash fires	Yes ☐ No ☒			
Working over/near water	Yes ☐ No ☒			
Eye & Face Hazards 29 CFR 1910.133				
Asphalt /Chemical splash	Yes ☒ No ☐	Propane splash	Safety Glasses, goggles or faceshield	
Harmful Dust	Yes ☐ No ☒			
Heat	Yes ☐ No ☒			
Impact/Flying particles	Yes ☐ No ☒			
Light/Radiation	Yes ☐ No ☒			
Penetration	Yes ☐ No ☒			
Head Hazards 29 CFR 1910.135				
Asphalt /Chemical splash	Yes ☐ No ☒			
Burn	Yes ☐ No ☒			
Electrical shock	Yes ☐ No ☒			
Impact/Falling objects	Yes ☐ No ☒			
Penetration	Yes ☐ No ☒			
Foot Hazards 29 CFR 1910.136				
Asphalt /Chemical splash	Yes ☒ No ☐	Propane splash	Fully enclosed, leather footwear	
Compression	Yes ☐ No ☒			
Electrical	Yes ☐ No ☒			
Impact	Yes ☐ No ☒			
Penetration	Yes ☐ No ☒			
Slip	Yes ☐ No ☒			
Hand Hazards 29 CFR 1910.138				
Asphalt /Chemical splash	Yes ☒ No ☐	Propane	PVC coated/insulated gloves	
Burns	Yes ☒ No ☐	Propane	PVC coated/insulated gloves	
Cuts/Lacerations	Yes ☐ No ☒			
Puncture	Yes ☐ No ☒			
Other Hazards				

Instructions for PPE Hazard Assessment Certification

Use this form to complete your Personal Protective Equipment Hazard Assessment Certification. It will help identify the hazards in each work area. The required PPE must be worn to perform work listed in the potential hazard area(s).

Defective or damaged PPE may not be used to perform any work function.

Possible Work Area Hazards or Potential Hazards: Heat and high temperatures, chemical exposures, harmful dust, light radiation, sources of motion, falling objects, dropping objects, sharp objects, rolling or pinching objects, equipment and workstation layout, workers positions and worker movements, flash fires.

Guidelines for Selection of Personal Protective Equipment (PPE)

Body (Torso) Hazards: Examples of tasks that can cause body (torso) hazards include: splashes from asphalt or chemicals, burns from hot asphalt, flash fires, working over or near water, dust related to dry chemicals, etc.

Head Hazards: Examples of tasks that can cause head hazards include: working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall, moving equipment.

Eye and Face Hazards: Examples of tasks that can cause eye and face hazards include: working with acids, caustics or chemicals, chipping, grinding, sanding, welding, liquid and/or gas products/vapors, dust related to dry chemicals and woodworking.

Hand Hazards: Examples of tasks that can cause hand hazards include cutting material, working with chemicals, working around or with sharp objects, working with hot/cold objects, moving parts/equipment, liquid products (temperature).

Foot Hazards: Examples of tasks that can cause foot hazards include carrying or handling materials that could be dropped, performing manual material handling, working with chemicals, working with pipe, pumps & motors, nails.

Other Hazards: Examples of tasks not previously identified above. Others would include hazards not included in previous categories.

Personal Protective Equipment – Selection

PPE should be selected based upon the known hazard or potential hazard and at a level of protection to protect the worker/employee from hazard(s). PPE should fit the worker and instructions should be given on:

- when, what or where to use selected PPE (based upon hazard),
- how to use selected PPE,
- how to maintain, inspect, and care for PPE,
- limitations of the PPE,
- how to dispose of PPE.

Personal Protective Equipment Hazard Assessment Certification

Selection of PPE must be based upon the protection needed:

- For the tasks to be performed,
- Conditions present,
- Duration of use, and
- Identified hazards.

Facility: _____			Assessor: _____	
Work Area: Tank set or generator set			Date: _____ I, _____, _____ certify that the evaluation of the identified work areas was conducted on _____.	
Hazards (Check the appropriate box)	Describe specific hazards	Identify PPE required to address hazards		
Body (Torso) Hazards 29 CFR 1910.132				
Asphalt /Chemical splash	Yes ☐ No ☒			
Burn	Yes ☐ No ☒			
Harmful Dust	Yes ☐ No ☒			
Flash fires	Yes ☐ No ☒			
Working over/near water	Yes ☐ No ☒			
Eye & Face Hazards 29 CFR 1910.133				
Asphalt /Chemical splash	Yes ☐ No ☒			
Harmful Dust	Yes ☐ No ☒			
Heat	Yes ☐ No ☒			
Impact/Flying particles	Yes ☐ No ☒			
Light/Radiation	Yes ☐ No ☒			
Penetration	Yes ☐ No ☒			
Head Hazards 29 CFR 1910.135				
Asphalt /Chemical splash	Yes ☐ No ☒			
Burn	Yes ☐ No ☒			
Electrical shock	Yes ☐ No ☒			
Impact/Falling objects	Yes ☒ No ☐	Impact/struck by object or crane/boom arm Hard hat		
Penetration	Yes ☐ No ☒			
Foot Hazards 29 CFR 1910.136				
Asphalt /Chemical splash	Yes ☐ No ☒			
Compression	Yes ☐ No ☒			
Electrical	Yes ☐ No ☒			
Impact	Yes ☒ No ☐	Impact from dropped load Fully enclosed, leather footwear with impact toe guards.		
Penetration	Yes ☐ No ☒			
Slip	Yes ☐ No ☒			
Hand Hazards 29 CFR 1910.138				
Asphalt /Chemical splash	Yes ☐ No ☒			
Burns	Yes ☐ No ☒			
Cuts/Lacerations	Yes ☐ No ☒			
Puncture	Yes ☒ No ☐	Impact from dropped load Impact gloves		
Other Hazards				

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Head Hazards: Examples of tasks that can cause head hazards include: working below other workers who are using tools and materials which could fall, working on energized electrical equipment, working with chemicals, and working under machinery or processes which might cause materials or objects to fall, moving equipment.

Eye and Face Hazards: Examples of tasks that can cause eye and face hazards include: working with acids, caustics or chemicals, chipping, grinding, sanding, welding, liquid and/or gas products/vapors, dust related to dry chemicals and woodworking.

Hand Hazards: Examples of tasks that can cause hand hazards include cutting material, working with chemicals, working around or with sharp objects, working with hot/cold objects, moving parts/equipment, liquid products (temperature).

Foot Hazards: Examples of tasks that can cause foot hazards include carrying or handling materials that could be dropped, performing manual material handling, working with chemicals, working with pipe, pumps & motors, nails.

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- how to maintain, inspect, and care for PPE,
- limitations of the PPE,
- how to dispose of PPE.

Personal Protective Equipment Hazard Assessment Certification

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- Identified hazards.

Facility: _____			Assessor: _____	
Work Area: Piping a house			Date: _____	
			I, _____,	
			certify that the evaluation of the identified work areas was conducted on _____.	
Hazards (Check the appropriate box)			Describe specific hazards	Identify PPE required to address hazards
Body (Torso) Hazards 29 CFR 1910.132				
Asphalt /Chemical splash	Yes ☐	No ☒		
Burn	Yes ☐	No ☒		
Harmful Dust	Yes ☐	No ☒		
Flash fires	Yes ☐	No ☒		
Working over/near water	Yes ☐	No ☒		
Eye & Face Hazards 29 CFR 1910.133				
Asphalt /Chemical splash	Yes ☐	No ☒		
Harmful Dust	Yes ☐	No ☒		
Heat	Yes ☐	No ☒		
Impact/Flying particles	Yes ☒	No ☐	Cutting or threading pipe	Safety Glasses
Light/Radiation	Yes ☐	No ☒		
Penetration	Yes ☐	No ☒		
Head Hazards 29 CFR 1910.135				
Asphalt /Chemical splash	Yes ☐	No ☒		
Burn	Yes ☐	No ☒		
Electrical shock	Yes ☐	No ☒		
Impact/Falling objects	Yes ☐	No ☒		
Penetration	Yes ☐	No ☒		
Foot Hazards 29 CFR 1910.136				
Asphalt /Chemical splash	Yes ☐	No ☒		
Compression	Yes ☐	No ☒		
Electrical	Yes ☐	No ☒		
Impact	Yes ☒	No ☐	Pipe or other material falling on toes	Fully enclosed, leather footwear. Impact toe guards when working with black pipe.
Penetration	Yes ☐	No ☒		
Slip	Yes ☐	No ☒		
Hand Hazards 29 CFR 1910.138				
Asphalt /Chemical splash	Yes ☐	No ☒		
Burns	Yes ☐	No ☒		
Cuts/Lacerations	Yes ☒	No ☐	Handling sharp edge trac pipe or using cutters/knife	Impact/cut resistant gloves
Puncture	Yes ☒	No ☐	Handling sharp edge trac pipe or using cutters/knife	Impact/cut resistant gloves

Other Hazards		

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Eye and Face Hazards: Examples of tasks that can cause eye and face hazards include: working with acids, caustics or chemicals, chipping, grinding, sanding, welding, liquid and/or gas products/vapors, dust related to dry chemicals and woodworking.

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- how to use selected PPE,
- how to maintain, inspect, and care for PPE,
- limitations of the PPE,
- how to dispose of PPE.

JULY 2023
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments: Safety Meeting:

PPE Hazard Assessments: 1. Handling Propane; 2. Tank set / Generator set; 3. Piping House

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: _____

Date: _____

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

Kelly Meeks/Lynn Mathis -- LLSafety@lamptonlove.com

P. O. Box 1607, Jackson, MS 39215-1607

Fax #:601-933-3417