



LAMPTON-LOVE, INC.

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Date: June 4, 2014
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – June 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 June 2015. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Cylinder Filling Operations)
2. Safety Meeting: (Lockout/Tagout Annual Training)

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 June 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)

Cylinder Filling Operations

Spring is a very active season for filling cylinders. Lately, improper cylinder filling operations have been identified as a problem from our state inspectors.

Safely inspecting and filling cylinders is an important job that requires specific procedures. Customers are often not aware of inspection and filling requirements. The safety of yourself, the customer, and the public should not be compromised. You have no control of the cylinder before it is transported to your facility and no control after it leaves. You must use reasonable care in your handling of the cylinder while it is in your care.

Once the cylinder has been properly inspected and determined to be suitable for filling, use the following PERC guidelines:

- ◆ Cylinders less than 239 pounds water capacity and subject to DOT jurisdiction must be filled by weight. Check NFPA 58 or DOT for any exceptions.
- ◆ Locate the water capacity and tare weight stamped on the cylinder on its protective collar.
- ◆ Convert the water capacity to propane capacity by using a conversion table or chart. If you do not have a table or chart use the following formula: w.c. (lbs.) x .42 – propane capacity (lbs.).
- ◆ Add the tare weight and the propane capacity together.
- ◆ Add the weight of the hose and nozzle to the sum of the tare weight and propane capacity.
- ◆ Set your scales to the cylinder’s total filled weight.
- ◆ Use your company policy and guidelines for the steps to fill the cylinder using the installed equipment at your dispensing station.
- ◆ After filling the cylinder, check the weight of the filled cylinder. If overfilled, bleed off excess propane in a safe location.
- ◆ Check the container for leaks.
- ◆ For cylinders 45lbs or less, install a protective cap or a POL plug if the cylinder is equipped with a POL service valve.
- ◆ Cylinders 100lbs. or less must have the consumer information/warning label.

Cylinder labeling is required by NFPA 58, DOT and OSHA. Dot cylinders used to transport propane must be clearly and durably marked with the proper shipping name and hazard class. A consumer information warning label must be present. The label must include information on the potential hazards of propane. Apply a new label if one is not present or legible. If you have any questions regarding the legibility or completeness of the warning label that is on the cylinder, place a new label on the cylinder.

Prior to filling the cylinder, notice how it will be transported. Cylinders placed in a vehicle must be secured against movement. Closed bodied vehicles such as passenger cars and vans are limited to a maximum of 90lbs. of LP Gas, with no single container having a capacity of more than 45lbs. NFPA 58 allows for up to four 20lb grill cylinders, up to three 30lb. cylinders, and up to two 40lb. cylinders. "Cylinders of 2 1/2 lbs. water capacity (1lb. propane capacity) or more must be positioned so that each cylinder's pressure relief valve is in direct communication with the vapor space at all times." All cylinders and appurtenances are determined to be leak free.

CLOSING

Filling cylinders is one of the most common operations you perform. Because it is a routine task, we sometimes take short-cuts or forget the safety hazards. Fill all cylinders per code and standard operating procedures.

Attached you will find a Cylinder Filling Check List you may want to consider using when filling cylinders.

Also attached is information regarding what operators of cylinder filling stations should know for a practical examination and a cylinder filling station examination checklist.

EXAMPLE OF AN ALUMINUM CYLINDER

Convert water capacity to propane capacity
Plus tare weight and hose/nozzle weight
Correct weight to set your scales

$80\text{lbs. w.c.} \times .42 = 33.6 \text{ lbs. propane}$
 $33.6\text{lbs.} + 24.4\text{lbs.} + 5\text{lbs} = 63\text{lbs.}$
63lbs.

**Cylinder Filling Station Operators Should Know
the Following for Practical Examination**

1. How do you know the cylinder you are about to fill is a propane cylinder?
2. What do you look for during a visual inspection before filling?
3. What do you do if a cylinder has a "sleeve" on it?
4. What are consumer warning labels and when do you apply them to cylinders?
5. When does a cylinder have to be requalified?
6. What do re-qualification stampings look like? How long are they good for?
7. When do you purge cylinders? How? Identify and explain purging equipment.
8. Explain how to properly set scales to prevent overfilling.
9. Explain fixed maximum liquid gauge (spew gauge). Its purpose. Why might it not be a reliable source for determining proper fill level.
10. When are plastic POL plugs to be used? Dustcaps?
11. How many cylinders can a consumer transport in a trunk or area that communicates with the passenger area? Transported in what position? What else is important about transportation of cylinders?
12. What are the precautions necessary when filling an RV tank?
13. Relative to road tax, what do you have to do before filling a tank on a vehicle used for motor fuel? In-state tag? Out-of-state tag?

CFS Practical Examination Checklist

- ◆ Verified type of cylinder (DOT 4-B-240, DOT 4BA-240, DOT 4B-300, DOT 4BW-240, DOT 4E-240, and ICC 26-300)
- ◆ Visual inspection of cylinder (collar, footring, corrosion, pitting, paint, etc.)
- ◆ Removed sleeve, if applicable for visual inspection.
- ◆ Applied or verified presence of consumer warning label on cylinder.
- ◆ Verified date on cylinder (less than 12 years old)
- ◆ Verified date of re-qualified cylinder
- ◆ Properly identified a valid RIN or Vin re-qualification number with re-qualification date
- ◆ Explained purging procedure for new cylinders
- ◆ Identified purging equipment and hoses
- ◆ Set scales properly to fill cylinder to safe level
- ◆ Used fixed maximum liquid gauge (spew gauge) with scales to verify proper filling
- ◆ Installed plastic POL plug when applicable.
- ◆ Instructed consumer on proper loading and transporting procedures
- ◆ Explained maximum size cylinders that could be transported in cargo area that communicates with passenger area (45lb. max – 90lb. aggregate)
- ◆ Explained cylinders must be transported upright and secured
- ◆ Demonstrated overall safety in filling environment (Pull out pack of cigarettes during filling)

RVs and Motor Fuel Knowledge

Knowledge of motor fuel law and record keeping of sales and receipts (.19/gal. on out-of-state tags to propane sponsor to LPGB or MF Decal or apportioned tag)

RV Filling – Evacuated persons from RV

RV Filling – shutdown of ignition source

JUNE 2015 SAFETY MEETING

Lockout/Tagout Annual Training

For our June 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 2015 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.

JUNE 2015
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: _____

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

Date: _____

ANNUAL EMPLOYEE TRAINING VERIFICATION for LOCKOUT / TAGOUT

LOCKOUT / TAGOUT

Company Name: _____

Date: _____ Manager: _____

Manager:

I HEREBY CERTIFY THAT I HAVE REVIEWED THE LOCKOUT / TAGOUT TRAINING PROGRAM:

EMPLOYEE NAME and JOB TITLE
(please print)

EMPLOYEE SIGNATURE

1 _____

4

5 _____

6

8

9

10 _____

11 _____

12 _____

13

14 _____

15 _____
