



LAMPTON-LOVE, INC.

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Date: June 8, 2017
To: All Branch Managers
From: Gene Maddox 
Safety Director
Subject: Branch Office Monthly Safety Meeting – June 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 June 2017. You may add topics, but please document the following topics:

1. News Briefs!!! (Fire Extinguishers, Part 1)
2. Safety Meeting: (Mobile Crane Safety)

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 1

The portable fire extinguisher, one of the most common fire protection appliances in use today, is found in fixed facilities and on propane vehicles. A portable fire extinguisher is excellent to use on incipient (beginning) fires. In many cases, a portable extinguisher with a trained operator can extinguish a small fire before the fire department arrives. This month we will cover the requirements, rating system and inspection of a portable fire extinguisher. In August, we will conclude with the proper usage of portable fire extinguishers.

Occupational Safety Health Act (OSHA) requirements state that employees must have fire extinguisher training yearly. Department of Transportation (DOT), NFPA 58, state and local authorities require propane vehicles to carry at least one portable fire extinguisher with a minimum capacity of eighteen pounds of fire chemical with a B:C rating. NFPA 10 and state and local codes require that fire extinguishers be inspected annually for serviceability and recharged and/or repaired as necessary. NFPA 10 also requires monthly visual inspections of all fire extinguishers. The rules and regulations of the Alabama Liquefied Petroleum Gas Board, in section 530-X-2-.04(m), state that each cylinder filling station shall be provided with at least one twenty (20) pound portable fire extinguisher of the dry chemical type B:C rated. DOT requires that extinguisher be inspected as part of your pre-trip.

Portable fire extinguishers are classified according to the types of fire (A, B, C & D) for which they are intended. Class A and B extinguishers are also rated according to performance capability, which is represented by a number. The classification and numerical rating system are based on tests by Underwriters Laboratories, Inc. (UL). These tests are designed to determine the extinguishing capability for each size and type.

Class A (ordinary combustibles) extinguishers are rated 1-A through 40-A. The Class A rating of water extinguishers is based on the amount of extinguishing agent and the duration of range of the discharge used in extinguishing test fires. For 1-A rating, 1.25 gallons of water are required. A 2-A rating requires 250 gallons of water, or twice the 1-A capacity.

Class B (flammable liquids) extinguishers are classified with numerical ratings ranging from 1-B to 640-B. The rating is based on the approximate square foot area of a flammable liquid fire that a non-expert operator can extinguish. The non-expert operator is expected to extinguish one square foot for each numerical rating of the extinguisher.

Class C (electrical equipment) extinguishers have no fire extinguishing capability tests. The Class C rating confirms the extinguishing agent will not conduct electricity and has been tested for non-conductivity. The Class C rating is assigned in addition to the rating for Class A and/or Class B fires.

Class D (combustible metals) extinguishers vary with the type of combustible metal being tested. When an extinguishing agent is determined to be safe and effective for use on a combustible metal, the details of instruction are included on the face-plate, but no numerical rating is given. Class D agents cannot be given a multipurpose rating.

Extinguishers suitable for more than one class (most are) of fire are identified by a combination of the letters A, B and/or C. The most common combinations are Class ABC, Class BC and Class AB. Any extinguisher not properly marked is not a listed unit and should not be used. The ratings for each separate class of extinguisher are independent and do not effect each other. For example, a twenty pound BC extinguisher will extinguish twenty times as much Class B fire as a 1-B extinguisher and will extinguish a flammable liquid fire of a twenty square foot area. It is also safe to use on fires involving energized electrical equipment.

Fire extinguishers must be inspected as required to ensure that they are accessible and operable. Verify that extinguishers are in their designated locations, that they have not been activated or tampered with and that there is no obvious physical damage or condition present that prevents their operation. The following should be part of every fire extinguisher inspection:

- ◆ Check to ensure the extinguisher is in the proper location and that it is accessible;
- ◆ Inspect the discharge horn or nozzle for obstruction; check for cracks and dirt or grease accumulations;
- ◆ Inspect the extinguisher shell for any physical damage;
- ◆ The operating instructions should be legible;
- ◆ Check the lock pins and tamper seals to ensure that the extinguisher has not been tampered with;
- ◆ Determine if the extinguisher is full of agent and fully pressurized by checking the pressure gauge;
- ◆ Check the inspection tag for the date of the previous inspection, maintenance or recharging;
- ◆ During inspections, an old practice of removing the dry chemical extinguisher from its mounting brackets and inverting it to keep the agent from caking may be used; the extinguisher should then be properly returned to its mounting brackets.

If any of the above items are deficient, the extinguisher should be removed from service and repaired in accordance with company policy.

JUNE 2017 SAFETY MEETING

Mobile Crane Safety

Our safety meeting for June will be taken from our Website. Managers will need to log in and click on Videos, scroll down until you see MOBILE CRANE SAFETY, click on this training video and have your employees review the training. Depending upon your set up, you may be able to have all employees view the video at one time or just a few at the time.

Also there will be a News Brief that is included in the safety meeting that you will need to cover with employees.

JUNE 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 1 _____

2. Mobile Crane Safety _____

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