



LAMPTON-LOVE, INC

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(601) 933-3400 • Fax (601) 933-3420

Date: June 8, 2018

To: All Branch Managers

From: Gene Maddox 
Safety Director

Subject: Branch Office Monthly Safety Meeting – June 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 June 2018. You may add topics, but please document the following topics:

1. News Briefs!!! (None)
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

JUNE 2018 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 2018 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 Monthly Safety Meeting Minutes and Attendance Record along with the Lockout/Tagout signature sheet.

JUNE 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. 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 _____
