



LAMPTON-LOVE, INC

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
2950 Layfair Drive • Flowood, Mississippi 39232-8822
(601) 933-3400 • Fax (601) 933-3420

Date: June 5, 2019
To: All Branch Managers
From: Gene Maddox *gm*
Safety Director
Subject: Branch Office Monthly Safety Meeting – June 2019

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 2019. You may add topics, but please document the following topics:

1. News Briefs!!! (Fire Extinguishers, Part 1)
2. Safety Meeting: (Hazardous Communications/SDS)

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 extinguishers, 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 July, 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 required that extinguishers 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 extinguisher is based on the amount of extinguished agent and the duration and range of the discharge used in extinguishing test fires. For 1-A rating, 1.25 gallons of water are required. A 2-A rating required 2.50 gallons of water, or twice the 1-A capacity.

Class B (flammable liquids) extinguishers are classified with numerical ratings ranging from 1-B through 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 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 metals, 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 affect 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 re-charging;
- ◆ 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 2019 SAFETY MEETING

HAZARD COMMUNICATION Annual Training

For our June Safety meeting we will conduct our annual Hazard Communications Training for our employees. Using the HAZARD COMMUNICATION & SDS PROCEDURES TRAINING MANUAL, make sure that the following sections are covered.

- ◆ Section 1 – Cover Introduction
- ◆ Section 2 – If not completed, manager to fill in the blanks with his name on the Written Program
- ◆ Section 3 - Review and list all of the hazardous chemicals that you use and are stored in the workplace.
- ◆ Section 5 – Conduct the Regulations and Risk training.
- ◆ Section 6 –Have employees take Hazard Communication Quiz and review their answers with them. Retain a copy of the quiz in your files.
- ◆ Section 8 – Have employees sign Annual Training Signature Page to verify training. The attached signature sheet should be completed and signed by each employee and filed in Section 8 of the Hazard Material Training Manual.
- ◆ Place Haz-Mat Labels (supplied in your training manual) on all chemical containers that are listed in Section 3 of the Training Manual.
- ◆ Review your SDS's to make certain that each chemical listed in Section 3 has an SDS sheet.

When the training is completed, have employees sign the Safety Meeting Minutes and Attendance Record **along with** the following Annual Training Verification form. Keep your originals of these forms on file or in the back of the training manual and send a copy of each signed form to Gene or Lynn.

JUNE 2019
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. Hazardous Communications/SDS _____
- _____
- _____
- _____

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

Date: _____

P. O. Box 1607, Jackson, MS 39215-1507

Fax #:601-933-3417

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
HAZARDOUS COMMUNICATIONS, SDS**

HAZARDOUS COMMUNICATIONS, SDS	
Company Name: _____	
Date: _____ Manager: _____	

I HEREBY CERTIFY THAT I HAVE REVIEWED THE HAZARDOUS COMMUNICATIONS, SDS 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 _____	_____