



LAMPTON-LOVE, INC.

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Date: March 3, 2015
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – March 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 March 2015. You may add topics, **but please document the following topics:**

1. Safety Meeting: (Fire Hazards)
2. News Briefs!!! (Cargo Tank Remote Shutdown)

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 may 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

MARCH 2015 SAFETY MEETING

FIRE HAZARDS

The propane business is safe and normally trouble-free. But we would be kidding ourselves if we attempt to minimize the hazards of transporting and transferring a highly flammable product like propane. In this meeting, we want to discuss how to best control fire hazards in and around propane operations.

According to CETP, propane has an ignition temperature of between 920 and 1120 degrees F. So, assuming there is a propane/air mix within its range of flammability, it only takes on average of about 1,000 degrees F to “fire off” such a mixture. Not a lot when you consider common items like a match, static electricity and even a spark created from an electrical circuit can generate much more heat energy than that amount. Our goal in the industry is to ensure that potential ignition sources are always kept a safe distance from propane operations.

Remember, that in most cases, ignition sources must be kept at least 25 ft. from propane operations. Keep in mind that this is a minimum distance! Some jurisdictions and customers require even a greater distance. Listed below are scenarios of actual cases where fires have occurred in the propane industry:

- ◆ Fire in a Wisconsin cylinder dock caused by a non-explosion-proof radio
- ◆ Fire erupts when a transport loading hose fails causing the vapor to find an ignition source inside the branch office.
- ◆ Fire caused by a careless smoker adjacent to a dispenser station.
- ◆ Static electricity from a cylinder being filled on the back of a truck causes a flash fire injuring employee and customer.

Listed below are precautions to take when working around propane to help ensure a fire or explosion doesn't occur. Keep in mind that this is only a partial list.

- ◆ Thoroughly inspect propane transfer equipment before starting a transfer.
- ◆ Keep ignition sources at least 25 ft. away from propane operations.
- ◆ Minimize the release of propane vapor and liquid during transfer and purging operations.
- ◆ Vent purged vapors safely to the outside when working inside a home or business.
- ◆ Keep a lookout for ignition sources that could enter into a hazard zone such as vehicle or passerby.
- ◆ Keep an approved fire extinguisher handy in case a fire breaks out.
- ◆ Inform your customers of these same precautions so they can protect themselves.
- ◆ Never overfill a propane container.
- ◆ Know where all emergency shut-off stations are and check them periodically to ensure they all work.
- ◆ Always be in attendance when transferring propane and in a position to quickly respond to an imminent hazard.
- ◆ If a fire does start, never extinguish a propane-fueled fire unless the supply of gas can be simultaneously shut off.

Most propane fires can be prevented with common sense and personal initiative. Human error is the leading cause of propane fires. One of the most important duties of any propane employee is to take all precautions necessary to guard against the possibility of fire. Fire protection is a job that can't be left to chance or someone else.

It is your responsibility!

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

Cargo Tank Remote Shutdown

As you know, bobtail and transport truck drivers alike must be operating cargo tank motor vehicles equipped with remote shutdown capabilities. The purpose of this technology is to remotely shutdown all cargo tank internal valves and truck engine in the event of uncontrolled release of propane downstream of those valves. The purpose of this news brief is to remind drivers of their responsibilities with respect to this important safety requirement.

Required DOT Regulations

(n) “*Emergency shut down.* If there is an unintentional release of product to the environment during unloading of a liquefied compressed gas, the qualified person unloading the cargo tank motor vehicle must promptly shut the internal self-closing stop valve or other primary means of closure and shut down all motive and auxiliary power equipment.” 49 CFR 177.840 (n)

(o) “*Daily test of off-truck remote shut-off activation device.* For a cargo tank motor vehicle equipped with an off-truck remote means to close the internal self-closing stop valve and shut off all motive and auxiliary power equipment, an operator must successfully test the activation device within 18 hours prior to the first delivery of each day. For a wireless transmitter/receiver, the person conducting the test must be at least 45.72 m (150 feet) from the cargo tank and may have the cargo tank in his line of sight.” 49 CFR 177.840(o)

The regulations are clear in the above two paragraphs, have your remote shutdown available at all times during off-loading and perform daily tests to ensure the truck’s shutdown capabilities work as designed.

Helpful Compliance Tips

Listed below are some suggestions/thoughts that should help you in your compliance efforts:

1. Perform a high-quality daily inspection of your truck at the beginning of your shift and immediately afterwards.
2. During your pre-trip inspection, test your remote control at 150 ft. line-of-site from the cargo tank.
3. Mark off the 150 ft. distance in your parking lot. Many drivers measure the distance with a tape measure and hang a sign or flag on a fence post to mark this distance. It’s much easier to persuade a zealous DOT official if this distance is marked.
4. It is suggested that this test be documented on your vehicle report or some other appropriate document.
5. Keep at least one extra battery in the cab of your truck in case the remote control’s battery goes dead.
6. Remember to always have your remote control with you anytime you leave your truck. Drivers have been cited by the DOT on numerous occasions because they didn’t have their remote control in their possession.

7. When you do the test, make sure the engine shuts off and all internal valves close, including the 1 ¼ inch vapor internal valve on the rear head of the cargo tank.
8. During your pre-trip inspection always pay attention to the condition of the truck's remote shutdown antenna. These devices are often damaged by trees or other hazards. Replace or repair as necessary.
9. Protect your remote control device from water and the elements. Use a protective cover to protect the unit when you are wearing it or stowing it in your truck.
10. Be careful to protect the remote shutdown components like wires and control boxes that are oftentimes located under or behind the passenger seat in the cab. Tools and equipment can damage these delicate components and render your shutdown system inoperable.
11. If you accidentally drop your remote control immediately test it to determine if it still is in operable condition. If not, replace or repair the unit. Never load or off-load product unless the remote control is operable.
12. While loading or off-loading propane have your remote with you at all times. Be prepared to use your remote control to shutdown your truck and close the internal valves at the first sign of problems.

Remote shutdown equipment is designed to operate only when the PTO or parking brakes are engaged or both. Check your remote control for proper operation by trying to shut down the truck when it is idling, the PTO disengaged and the parking brakes released. If it shuts down, the wiring is incorrect on the truck and should be taken in for repairs. NOTE: some inexpensive shutdown systems cannot be configured as discussed above, check with your truck fabricator if you have questions.

Remote shutdown capabilities cannot be taken for granted. These capabilities must be tested and verified daily. If problems are experienced, repair or red tag the truck. Under no circumstances should you operate a cargo tank motor vehicle with an inoperable remote shutdown system. Also, as a reminder, check the operation of your bulk plant's ESV system; it goes without saying that this system should also be operable in case of emergency.

MARCH 2015 SAFETY MEETING

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: _____

Date: _____

E-mail or fax this sheet only to: Lampton-Love Inc.
Gene Maddox/Lynn Eldridge

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