



LAMPTON-LOVE, INC.

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
Mirror Lake Plaza
2829 Lakeland Drive, Suite 1505 • Jackson, Mississippi 39232
(601) 933-3400 • Fax (601) 933-3420

Date: March 9, 2016
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – March 2016

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 2016. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Using Good Body Mechanics)
2. Safety Meeting: (Filling Vehicle-Mounted ASME Tanks)

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

NEWS BRIEFS!!!

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

Using Good Body Mechanics

Propane workers lift, move, and carry cylinders, hoses, and other cumbersome objects in the course of their daily work. Using good body mechanics is key to getting your job done safely and efficiently. The following principles and tips will help safeguard your physical health and minimize the chance of injury.

USE PROPER POSITIONING AND LIFTING TECHNIQUES

- ◆ **Keep the load close to your body** – Holding materials away from your body will make them seem heavier (the “lever arm effect”) and cause as much as 10 times more stress to your back. Always hold materials such as hoses and cylinders close.
- ◆ **Keep your back in a neutral position** – Always try to equalize pressure on the discs in your back to keep your muscles, bones, and ligaments in their strongest, most efficient range or position.
- ◆ **Use proper lifting techniques** – Use a *Power Lift* (which leverages body stability and strength) for heavy materials such as cylinders, and focus on *upper-body* support when picking up a lightweight tool or component. If you are unfamiliar with these techniques, request to be trained.
- ◆ **Protect your shoulders** – When you extend your arm to *pull* something, you can put a lot of stress on your shoulder area. This can result in shoulder sprains and rotator cuff tears. To properly position your shoulders, keep your elbows close to your body and below your shoulders whenever possible.

MINIMIZE FORCE:

- ◆ Minimize forced effort or strain to your back and upper body by using equipment designed to lift, push, pull, or carry.
- ◆ Use handcarts, dollies, or other mechanized equipment to move cylinders.
- ◆ Use the right tools for any task at hand.

If you are unsure of what tools and equipment are available to you – or need additional resources to perform your job safely – talk with your supervisor.

REDUCE REPETITION

Over time, repetition of a task can cause fatigue or injury. To reduce the potential for issues of this nature:

- ◆ Plan your work to minimize the number of times you need to handle or move something.
- ◆ Change hands when possible to reduce stress on any single muscle group.
- ◆ Change tasks if you start feeling fatigue in any one muscle group or stress on your body, especially your neck and back. Check with your supervisor to see if you can switch jobs with a co-worker or temporarily do something different to give overworked muscles a rest.

Always factor in personal limitations before performing a job, and secure assistance when you need to do so. Even with the best techniques, some jobs should not be performed on your own.

MARCH 2016 SAFETY MEETING

Filling Vehicle-Mounted ASME Tanks

In addition to filling cylinders, you may also fill motor and mobile fuel tanks mounted to a vehicle. It is your responsibility to understand how to operate filling equipment, perform routine inspections, and follow regulations to ensure safety.

PROPANE FILLING OPERATION RESPONSIBILITIES:

Be sure you are knowledgeable and comfortable with all procedures for:

- ◆ Inspecting customer containers to ensure that they are safe for filling.
- ◆ Filling containers to their proper levels and preventing overfilling.
- ◆ Communicating product information and warnings to customers.
- ◆ Maintaining a secure propane filling and transfer area.
- ◆ Shutting down and securing the filling station in an emergency.

Contact your supervisor if you need to be trained in any of these areas.

BEFORE FILLING ASME MOTOR AND MOBILE FUEL TANKS:

- ◆ Be sure no one is inside the vehicle and the vehicle ignition is turned off.
- ◆ Inspect the tank to be sure it has all the correct markings, is in good condition, and is safe for filling.
- ◆ Restrict customers from the immediate area around the liquid propane transfer operation.
- ◆ Make sure there are no ignition sources or combustible materials within 25 feet of the filling connection, or metal-working operation with 35 feet.
- ◆ Use appropriate PPE, following your company's guidelines.

If filling a motor fuel tank on an RV, be sure to turn off all appliance pilot lights and electronic ignition systems.

WHILE FILLING ASME MOTOR AND MOBILE FUEL TANKS

- ◆ Connect the fuel hose to the tank fill valve.
- ◆ Open the vent valve on the fixed maximum liquid level gauge and check for flow. If vapor appears, continue the filling process. If liquid appears or if the valve does not operate properly, discontinue the filling process and consult your supervisor.
- ◆ Start the pump, and slowly open the valve on the hose end.
- ◆ Close the hose end valve when a white mist or fog is emitted from the fixed maximum liquid level gauge, then close the fixed maximum liquid level gauge.
- ◆ Shut off the pump.
- ◆ Slowly loosen the filler adapter to vent any trapped liquid propane. Wait until it stops venting before completely disconnecting the adapter.
- ◆ Check the valve for leaks and replace the dust cap.

MARCH 2016 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: _____

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