



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: March 12, 2020

To: All Branch Managers

From: Gene Maddox 
Safety Director

Subject: Branch Office Monthly Safety Meeting – March 2020

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 March 2020. You may add topics, but please document the following topics:

1. News Briefs!!! (1. How to Protect Against Drowsy Driving; 2: Coronavirus Update)
2. Safety Meeting: (Vehicle Parking and Security)

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)

How to Protect Against Drowsy Driving

There’s no such thing as an innocent yawn when you’re behind the wheel. Drowsy driving can be deadly. Fatigued drivers are the cause of over 100,000 collisions, 1,550 fatalities and 40,000 injuries annually in the U.S., notes the National Safety Council.

March is national Sleep Awareness Month and Daylight Savings Time starts on March 8. That’s two good reasons to make the time right now to remind yourself to be aware of the signs of drowsy driving, and what to do to avoid the problem.

Here are some of the common signs that you’re sleepy while driving:

- ◆ Yawning, head nodding and/or heavy eyelids
- ◆ Swerving or drifting out of your lane
- ◆ Missing your exit
- ◆ Feeling unfocused and/or irritable

To avoid drowsy driving, experts recommend the following:

- ◆ Get 7 to 9 hours of sleep consistently.
- ◆ Don’t use electronic devices prior to bedtime.
- ◆ Limit alcohol and food intake four hours before bedtime.
- ◆ Get regular exercise.

Once on the road, make sure to:

- ◆ Eat lightly; heavy foods can make you sleepy.
- ◆ Take a break every two hours or every 100 miles.
- ◆ Stretch your legs or do some jumping jacks to increase your energy.
- ◆ Stay hydrated by drinking plenty of water.
- ◆ Drink coffee or juice if you feel fatigued; the caffeine and the sugar can give you a boost, but don’t depend on it entirely.
- ◆ Pull over to a rest stop and take a short nap.

Gene Maddox

From: Representative Michael Guest <MS03MG.Outreach@mail.house.gov>
Sent: Friday, March 6, 2020 3:45 PM
To: Gene Maddox
Subject: [EXTERNAL]March 6th Coronavirus Update

Dear Friend,

I want to make sure you have access to the latest and most accurate news on the 2019 Novel Coronavirus (COVID-19). As a Member of the Committee on Homeland Security and the Foreign Affairs Committee, I am engaged on this issue and am interacting with experts on the spread of the virus and its potential to impact our state and our nation.

In the coming days, we expect the total number of cases of COVID-19 will increase in the United States as we begin testing more people. The U.S. is becoming more effective at detecting cases of the virus and is providing proper treatment for COVID-19.

Current Statistics

As of Thursday afternoon, 150 cases of COVID-19 have been confirmed in the United States, and 11 individuals have died as a result of infection. Most of the cases of the virus have been confirmed in China, while almost 14,000 cases had been confirmed in other countries.

A public health emergency has been declared in the United States, and U.S. travel advisories for China, Iran, parts of Italy, and parts of South Korea are at level 4, meaning no Americans should travel to these countries at this time. The travel advisories for the rest of Italy and South Korea, as well as the entire country of Mongolia, are at level 3 and Americans should reconsider travel to these countries. The following provides a summary of the current travel advisories related to coronavirus:

Level 4 Travel Advisory (Do not travel) China

Iran
Parts of Italy
Parts of South Korea

Level 3 Travel Advisory (Reconsider Travel)

Italy (*Except Where Level 4*)
South Korea (*Except Where Level 4*)
Mongolia

Level 2 Travel Advisory (Take Precautions)

Japan
Hong Kong
Macau

Congressional Actions

Congress voted to approve emergency supplemental appropriations for the United States to respond to the coronavirus (COVID-19) outbreak. The Coronavirus Preparedness and Response Supplemental Appropriations Act provides \$4 billion to increase the availability of diagnostic testing and to fund research and development of a vaccine. These funds will also be used to treat symptoms of patients who have contracted the virus and to support the Food and Drug Administration's work to ensure that medicine and food products manufactured overseas will not reach shortage levels.

The CDC will receive \$2.2 billion to support state and local response activities and ensure that any large outbreak will be met with swift countermeasures to control additional spreading and treat those impacted. Another \$1.25 billion will be given to the State Department to protect Americans abroad and to assist efforts to mitigate the coronavirus internationally. The legislation also includes a provision that could increase the use of telehealth in coronavirus response.

After meeting with Vice President Pence to learn more about the White House's plan, I am confident the United States Government is taking all necessary steps to help prevent further outbreaks of the coronavirus, and this funding is a critical part of that effort. My colleagues and I heard from scientists who are actively studying the effects of the virus and working to develop a vaccine, so I am encouraged by the strong plan in place to address this threat. This supplemental appropriations bill will fund a large, united effort to protect American citizens, treat those individuals impacted by the coronavirus, and help stop the spread of the virus in other countries. The American people should be comforted by this significant and bipartisan response to the coronavirus threat, but it is important that we all continue to stay vigilant and take proper sanitary precautions in our everyday lives.

Mississippi Resources

The Mississippi State Department of Health is coordinating the COVID-19 response effort in Mississippi. Please use this website for coronavirus updates and resources in the state.

Sincerely,

A handwritten signature in black ink that reads "Michael Guest". The signature is stylized with a large, looping "M" and a cursive "Guest".

Michael Guest
Member of Congress

MARCH 2020 SAFETY MEETING

Vehicle Parking and Security

As a propane delivery driver, you must follow MFPA 58 and DOT regulations to ensure the safety and security of your vehicle. The following information reinforces these rules, offering guidance on where to park, as well as practices to avoid theft, vandalism, abuse, or other issues.

WHEN PARKING INDOORS AT PUBLIC GARAGES OR BUILDINGS:

Before parking your vehicle in a public garage or other building, ensure that:

- ◆ All liquid propane is purged from the cargo tank, piping, pump, meter, hoses, and other equipment.
- ◆ All portable propane containers are removed from the vehicle
- ◆ The vapor pressure in the piping, pump, meter, delivery hose, and related equipment is reduced to approximately zero.
- ◆ All valves are closed, and the delivery hose or valve outlets are plugged or capped.

WHEN PARKING INDOORS AT NON-PUBLIC BUILDINGS:

Before parking indoors at a non-public building – including a bulk plant 0 ensure that:

- ◆ The building is constructed in accordance with NFPA 58.
- ◆ The premises are under the control of the operator (owner) of the vehicle.
- ◆ Floor-level ventilation is provided in all parts of the building where vehicles are parked.
- ◆ Primary shutoff valves on the cargo tank and other containers are closed, and the delivery hose outlets are plugged or capped (except the engine fuel container).
- ◆ Propane containers have been gauged or weighted, no propane container will be located near a heat or ignition source, and no leaks are present.

WHEN PARKING OUTDOORS:

If your vehicle will be left unattended, such as while delivering propane, make sure that:

- ◆ It is not parked in congested areas.
- ◆ It is parked on a street adjacent to the service location and is transporting containers or cargo of 3,500 gallons water capacity or less. Stay at least 50 feet away from high-population buildings such as churches, schools, apartment buildings, or hospitals.
- ◆ It is not parked on or within five feet of the traveled portion of a public street or highway except for brief periods when the operation requires the vehicle to be parked and it is not practical to park the vehicle in any other place.

SECURITY ISSUES:

Every propane company is required to have its own detailed security plan to prevent theft, vandalism, product leaks, or fire. You can reduce potential hazards by:

- ◆ Staying with your vehicle at all times, except when performing job-related duties.
- ◆ Keeping a 100-foot, unobstructed view of your vehicle while making deliveries.
- ◆ Following your company's security and hazmat protocols, attending required security training, and understanding how to recognize and mitigate any security risks.

MARCH 2020
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

Date: _____ **Time Started:** _____ **Time Finished:** _____

Instructed By: _____ **Number Attending:** _____

Subject Covered and Comments:

1. How to Protect Against Drowsy Driving _____
2. Coronavirus Update _____
3. Vehicle Parking and Security _____

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 39215-1607 Fax #:601-933-3417