



LAMPTON-LOVE, INC.

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Date: March 2, 2021

To: All Branch Managers

From: Gene Maddox 
Safety Director

Subject: Branch Office Monthly Safety Meeting – March 2021

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 2021. You may add topics, but please document the following topics:

1. News Briefs!!! (1. Ready for More regulation Changes? - 2021 Plans Revealed; 2. Brake Violations Dominated Roadcheck – Here’s How to Avoid Them)
2. Safety Meeting: (Conducting Regulator Performance Tests)

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)

Ready for more regulation changes? 2021 plans revealed

Despite the pandemic and a change in administrations, the FMCSA plans to move ahead with a variety of regulation changes for 2021 and beyond.

The agency's latest rulemaking agenda continues to focus on deregulation. Out of 25 active items, 19 are expected to result in fewer regulations and less cost for motor carriers.

The following are among the rulemaking activities currently on the agenda. Many are listed as "overdue," meaning we should expect to see movement in the near future. ♦

Subject	Description	Next Step
Drug & Alcohol Testing		
Oral fluid testing	This rulemaking would give DOT-regulated employers the option to test oral fluids instead of urine for drugs.	A proposal is now overdue
Refusals to test	The DOT plans to amend Part 40 to add procedures for drivers to dispute an employer's claim that the driver refused to submit to a DOT-regulated drug or alcohol test.	A pre-proposal is now overdue
CDL downgrades	The FMCSA will prohibit states from issuing, renewing, upgrading, or transferring a CDL or CLP if the Drug & Alcohol Clearinghouse shows they have a drug or alcohol violation.	A final rule is expected in March 2021
Driver Qualification		
Vision standard	The FMCSA will propose to allow drivers with monocular vision to be medically certified without the need for a special exemption.	A proposal is now overdue
Record of violations	This rulemaking would eliminate the requirement that interstate CMV drivers prepare and submit to their employers an annual list of their convictions for traffic violations.	A proposal was issued on Dec. 14, 2020
CDL Licensing		
Tank endorsement	The FMCSA will revise its definition of "tank vehicle" to clarify which drivers need a tank vehicle endorsement.	A final rule is now overdue
Passenger and school bus endorsements	The FMCSA wants to clarify that passenger (P) and school bus (S) endorsements are not required for driving an empty bus from the manufacturer to a local distributor or in a driveaway-towaway operation, provided the driver has a bill of lading and the vehicle is empty.	A proposal is expected in June 2021
Third-party testing	This rulemaking will result in third-party skills examiners being able to administer a CDL test to students to whom they have provided skills training.	A final rule is now overdue
Out-of-state knowledge tests	The FMCSA plans to allow drivers to take their CDL knowledge test in another state besides their state of domicile, which would then issue the license.	A final rule is slated for March 2021
Electronic exchange of driver histories	This rule will require the states to implement a single system for exchanging drivers' records electronically, making drivers' records more visible to all states.	A final rule is expected in Feb. 2021
Equipment		
Automation	This rulemaking would modify or eliminate regulations to make it easier to introduce new automated driving systems.	A proposal is slated for Feb. 2021
Lights	The DOT will begin a rulemaking to update its vehicle lighting standards in 49 CFR Part 108.	A pre-proposal is now overdue
Rear impact guards	The FMCSA intends to require motor carriers to inspect rear impact guards on an annual basis. The agency is expected to reduce requirements related to impact-guard labeling and certification.	A proposal was issued on Dec. 29, 2020
Windshields	This rule would expand the area in which vehicle safety technologies could be installed on the interior windshield.	A proposal is slated for June 2021
Other		
Recordkeeping	The FMCSA will propose changes to the record retention requirements in Appendix A to Part 379 to remove overlapping and burdensome requirements.	A proposal is expected in Jan. 2021
Railroad crossings	This rule would allow drivers of buses and hazmat vehicles to obey signs and traffic control devices at certain railroad crossings rather than stopping or slowing in every instance.	A proposal is due in June 2021
Fines	The DOT makes annual inflation adjustments to its civil penalties, including those from FMCSA. The 2020 rule was delayed, so two adjustments are expected soon.	Two final rules are expected by Jan. 2021
Technical amendments	The FMCSA will issue its annual list of minor technical corrections to the Federal Motor Carrier Safety Regulations. This 2020 rule was also delayed, resulting in two rules for 2021.	Two final rules are expected by Sept. 2021
Household goods	This rule would change the way household goods carriers need to let their customers know about federal laws governing household moves.	A proposal is due in April 2021
Financial responsibility	The FMCSA will be raising the financial security amount for brokers from \$10,000 to \$75,000 and, for the first time, established financial security requirements for freight forwarders.	A proposal is expected in Oct. 2021

Brake violations dominated Roadcheck — here's how to avoid them

Despite a 25 percent drop in the number of inspections performed, the 2020 Roadcheck inspection event saw a higher-than-normal violation rate for both drivers and vehicles.

During the three-day event in early September (the event was delayed four months due to the pandemic), just over 50,000 roadside inspections were performed, down from 67,000 in 2019.

Brake and HOS violations were #1

Nearly 21 percent of vehicles were placed out of service (OOS), up from 18 percent in 2019. Nearly 40 percent of the vehicle OOS violations in 2020 were brake violations, either for bad adjustment or other brake-system defects.

The 2020 event had a special focus on drivers. More than 3,200 were placed out of service, with about 35 percent of those due to hours-of-service violations.

Top 5 Vehicle OOS Violations

1. Brake system
2. Tires
3. Lights
4. Cargo securement
5. Brake adjustment



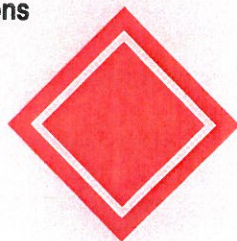
Top 5 Driver OOS Violations

1. Hours of service
2. Other (moving violations, cell-phone use, etc.)
3. Wrong class of license
4. False logs
5. Suspended license



Top 5 Hazmat OOS Violations

1. Loading
2. Shipping papers
3. Placards
4. Markings
5. Other



Tackling brake violations

As is common with violations at any time of year, most violations caught during Roadcheck could have been found during routine maintenance and inspections.

How do you avoid brake violations? There are two key points to remember:

1. Brake problems **don't just pop up overnight**. Two of the most common brake violations — improper adjustment and damaged brake lines — both take time to develop. This means they can be spotted early — if anyone is taking the time to look.
2. Brake systems are **complicated** and require more attention than just drivers' inspections.

Therefore, preventing violations (and more importantly, brake malfunction) involves doing preventive maintenance often enough that technicians spot problems early and correct them.

Drivers play a large role

Even with a solid preventive maintenance program, you have to make sure your drivers:

- Understand how the brake system works, how to test it, and how to spot a defect;
- Are doing inspections daily — and correctly; and
- Are confident in knowing what they can and cannot (or should not) do when inspecting, adjusting, or maintaining their brakes.

You'll need to decide what your drivers are qualified to check. Do you want them crawling under vehicles and checking adjustment, linings, and other parts at the wheel, or will you leave that to your technicians?

Training, setting clear expectations, and holding everyone accountable for their actions should help reduce violations and keep your brakes in safe working order.

Drivers will be tested again in May

Brake violations may loom large once again at the next Roadcheck event. It's scheduled for May 4-6, 2021, and will place special emphasis on wheel ends, including tires, hubs, rims, and brakes. ♦



Key to remember: Brake and hours-of-service violations dominated the OOS problems found during Roadcheck. Tackling brake violations takes a concerted effort among drivers, technicians, trainers, and supervisors alike.

MARCH 2021 SAFETY MEETING

Conducting Regulator Performance Tests

When a gas appliance is turned on, gas flows through the line to the appliance where it is burned. The regulator ensures that the proper amount of gas is flowing to the appliance and that the pressure is not too high or too low. When the appliance is shut-off, gas pressure will continue to build in the line unless the regulator automatically turns off the flow of gas.

“Flow and lock-up test” as they are commonly known, are typically performed on vapor distribution systems during start-up to determine if the tank, piping system and regulator are properly sized for the intended British Thermal Unit (BTU) load and that the regulator properly stops the flow of gas when there is no more demand from the appliance.

Performing A Flow Pressure Test

The regulator flow pressure test is done first, making out-put pressure adjustments if needed.

- ◆ **Step 1:** Install a water column manometer or other suitable low pressure measuring device in the test tap of an appliance shut-off valve at the appliance farthest from the regulator.
- ◆ **Step 2:** Relight all pilots and operate all appliance at full capacity.
- ◆ **Step 3:** Check the flow pressure shown on the manometer with all appliances operating. If necessary, adjust the 2nd stage or line regulator to 11 inches water column. Delivery (flow) pressure must not fall to less than the appliances’ required input pressures as given on the manufacturer’s appliance rating plates.

If adequate flow pressure is not maintained with all connected gas appliances operating, check for the following problems:

- ◆ The regulator output capacity may not be adequate to supply the connected appliances.
- ◆ The service regulator upstream may not be properly sized.
- ◆ Piping may be too small and friction losses may be limiting the gas volume and pressure available to the appliances and/or regulator being flow tested.

If the flow tests are satisfactory, the next check is to test the regulator lock-up.

Performing A Regulator Lock-Up Test

- ◆ **Step 1:** Turn all appliance controls off.
- ◆ **Step 2:** Close all appliance shut-off valves.

- ◆ **Step 3:** Leave the container service valve open in order to maintain pressure on the system. With the appliance shut-offs in the off position, the pressure will increase slightly then stop. This is the lock-up pressure. The lock-up pressure should not exceed the flow pressure by more than 30 percent.
- ◆ **Step 4:** Watch the pressure for one minute. If the flow pressure is 11 inches water column, then the lock-up pressure should not exceed 14.3 inches water column. The pressure should stay steady and not creep up during your observation period. If the regulator fails to lock-up or creeps upward, the regulator is malfunctioning. This problem indicates the regulator must be replaced.

Documentation

The job isn't finished until all paperwork is properly completed. All required pressure, flow and lock-up tests and leak checks must be documented on the designated company form or report per your company's standard operation procedures (SOP).

Closing

Operating pressures are very critical to proper appliance operation. Many high efficiency appliances will not operate if regulator lock-up pressure is too high or flow pressures are not within operating range. Always consult the appliance manufacturer's operating instruction for required gas pressure information.

MARCH 2021 MONTHLY SAFETY MEETING MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Briefs: 1. Ready for More Regulation Changes? 2021 Plan Revealed; 2. Brake Violations Dominated Roadcheck – Here's How to Avoid Them _____
2. Safety Meeting: Conducting Regulator Performance Tests _____

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: _____

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