



LAMPTON-LOVE, INC

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Date: March 9, 2022

To: All Branch Managers

From: Gene Maddox,
Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – March 2022

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 2022. You may add topics, but please document the following topics:

1. News Briefs!!! (Remind Your Drivers)
2. Safety Meeting: (Slips, Trips and Falls (STF))

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)

Remind Your Drivers

The case serves as a good reminder that old prescriptions can lead to trouble. As an employer, you have the right and obligation to see current documentation showing that your drivers' medications are safe to use while driving.

Drivers should also be reminded of their obligation to:

- 💧 Disclose all medication use to the DOT medical examiner on the Health History portion of the Medical Examination Report Form.
- 💧 Avoid using expired prescriptions for new problems.
- 💧 Never share prescriptions with anyone else or take someone else's prescription. Not only is it dangerous but sharing certain controlled substances can be illegal.
- 💧 Never drive while possessing or using any Schedule 1 drug (see 21 CFR §1308.11, which includes marijuana), any amphetamine, any narcotic, or any other substance that impairs safe driving. The only exception is if the driver has a current, valid prescription and approval from a licensed medical practitioner.

Key to remember: *The use of expired prescription drugs can lead to repercussions for a driver's career. Be sure your drivers know their obligations when it comes to legal drug use.*

MARCH 2022 SAFETY MEETING

Slips, Trips and Falls (STF)

1. What was the total number of STF for 2021?

- 💧 In 2021 across all of Ergon, we had 24 STF; 2 of those were our Lampton-Love employees;
 - Employee #1 tripped over a hose and fell, landing on the metal portion of the hose;
 - Employee #2 twisted his right foot while he was putting a hose back onto his truck.

2. What was the total number of days away for STF?

- 💧 In total for STF injuries it took 449 days for employees to recover from their STF injuries;
- 💧 On average that is about 3 weeks per STF injury;
- 💧 That is equal to nearly 4,000-man hours of missed work
- 💧 According to an industry injury calculator the direct and indirect cost of these injuries is well over 1 million dollars

3. What are the most common types of STF?

- 💧 Loss of footing/balance (24%)
- 💧 Inadequate Maintenance (22%)
- 💧 Housekeeping (22%)
- 💧 Improper footwear (9%)

4. What are some common causes of STF?

- 💧 Failure to identify STF risks (e.g., spills on the floor, uneven floor, objects left in access route, leaky roof, rushing)
- 💧 Lack of effective training for employees on STF's
- 💧 Poor understanding of the importance of implementing existing H & S measures to control STF's (e.g. effective maintenance/housekeeping programs.)

5. What are some best practices to prevent STF?

- 💧 Provide employees with effective H & S training, including identifying and reducing STF risk
- 💧 STF Simulator – Hands on learning
- 💧 Showing photos of work environments containing STF risks and asking employees to identify is a practical way to raise awareness
- 💧 Ensure effective housekeeping/maintenance programs are in place so that STF hazards due to poor housekeeping are addressed and prompt repairs of walking and working surfaces are made.

MARCH 2022
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: Remind Your Drivers _____
 2. Safety Meeting: Slips, Trips, and Falls (STF) _____
- _____
- _____
- _____

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: _____

Gene Maddox/Lynn Eldridge

Date: _____

E-Mail or fax this sheet only to: Lampton-Love, Inc.

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