



LAMPTON-LOVE, INC

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Date: March 12, 2024

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – March 2024

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 a copy to Lynn Mathis or LLSafety@lamptonlove.com. Please keep the original for your records.**

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are 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 2024. You may add topics, but please document the following topics:

Stay Up-to-Date: Annual Customer Mailout Information/New Customer Packets

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

MARCH 2024 SAFETY MEETING

Stay Up-to-Date: Annual Customer Mailout Information/New Customer Packets

The Annual Customer Mailout is at the printers and will be mailed very soon. The information below will be included in this mailout, so you should familiarize yourself in order to answer questions when the customer comes or calls in. This information will also be in the New Customers Packets.

Preventing Animal bites

It is the customer's responsibility to notify the servicing branch of any animals/pets that could be on site. All animals/pets shall be restrained **before** our employees arrive. If this is unfeasible and/or not done, we can refuse service.

If at any point our employee is approached by an aggressive animal, they will use any means necessary to protect themselves.

Tank Access

Before the first delivery, a designated delivery path must be decided by the customer and communicated to the servicing branch. Our delivery trucks are large and heavy, so the preferred path would be a non-lowland area, free from obstructions and/or low hanging lines/limbs. We will not be liable for any resulting damage to the designated delivery path.

If the predetermined path is blocked or property conditions are questionable, we can refuse service.

If a customer/customer representative directs our driver/service men to take an alternative route, we will not be liable for any resulting damage.

Additionally, we will not jump fences, walk through sewage or questionable vegetation, or cross any obstructions to service your propane tank.

Reporting an Incident

If you believe that our branch personnel are responsible for any damage to your property, you must report it within 48 hours. Contact the manager at your servicing branch and they will follow proper protocol.

MARCH 2024
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments: Safety Meeting:

Stay Up-to-Date: Annual Customer Mailout Information/New Customer Packets

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. to:

Kelly Meeks/Lynn Mathis -- LLSafety@lamptonlove.com

Date: _____

P. O. Box 1607, Jackson, MS 39215-1607

Fax #:601-933-3417