



LAMPTON-LOVE, INC.

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Date: May 12, 2014
To: All Branch Managers
From: Gene Maddox *GM*
Subject: Branch Office Monthly Safety Meeting – May 2014

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 May 2014. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Defensive Parking, Drivers Can Multitask, Medical Exams and Certificate Changes)
2. Safety Meeting: (Personal Protective Equipment)

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)

DEFENSIVE PARKING

Defensive driving programs have been around for a long time and are very effective in keeping the awareness level high to alert drivers to potential hazards on the road and how to avoid collisions. Depending on whose statistics you review, as high as 50% of all commercial vehicle accidents occur in parking lots of both public and private facilities. Truck Stops, rest areas, shopping centers and malls, and shipper and consignee facilities are all potential crash sites, but the chances of being involved in a crash can be reduced by practicing defensive parking.

There are two basic types of parking lot collisions: one where the CMV driver strikes another vehicle or object and one in which the CMV is struck by another vehicle. The problems with these areas are very basic; reduced space and reduced visibility and many times other vehicles or objects must be avoided. When parking, choose a location that can accommodate a CMV, most fast food drive-thrus won't. Plan your stops at these locations at times when there is typically less congestion. Stops for fuel or rest breaks should be combined and made at times when there are fewer vehicles, both cars and trucks. When you enter these areas go slowly, scanning the area for obstacles such as curbs, barriers, signs, overhead wires and other vehicles. If you are in an unfamiliar area obey the traffic patterns and keep scanning and operate at a reduced speed to eliminate problems. Whenever possible choose a parking spot where you can pull in and pull out; avoid backing into or out of a parking place. If you have to back up, remember the five principles of safe backing:

1. Get out and look before you back,
2. Back from the driver's side,
3. Back slowly,
4. Check both sides as you back, and
5. Get a reliable guide when necessary.

At shipper and consignee facilities, practice the safe backing principles and, if you have to wait for a dock door, park away from other vehicles that might be trying to get in or out of the dock. Watch side and overhead clearances as you back. Beware of those drivers who are impatient and try to beat you to the parking place or those who try to impress people by how fast they can maneuver in tight places. As you back be especially aware of personnel who, without thinking, get between your unit and the loading dock. This is an extremely dangerous and sometimes fatal decision.

When you park (and lock) your unit to go in for a meal, coffee, or to settle up with the fuel counter, write down the company name and unit numbers of the vehicles to your right, left front and rear of your unit. If you come back to your unit and find the front end missing then at least you will have some idea of who might have done the damage.

Safe parking is also important if you are going to take a rest break. We are still several thousand parking places short every night for drivers needing to take a rest break. Thoughtful trip planning can help in finding those locations. Secured and well-lit parking areas are the best choice. Be sure your truck and trailer are locked and secured while you are resting. Report any suspicious activity to the police and facility manager and let them investigate and handle the situation.

Temporary parking and rest areas, especially during the upcoming vacation season, bring on some additional hazards. Look for rest areas that segregate car and truck parking and remember that these individuals are not professionals and can park too close to CMVs, seemingly inviting collisions. If you park for one of those short breaks at these facilities before you ever get in the cab walk around the unit and check under the unit to make sure everything is clear before you pull out of the area.

Defensive parking? Yes, you can do a lot to prevent even these accidents.

DRIVERS CAN MULTITASK



Myth vs. Reality

Myth #1 Drivers can multitask.

Reality

Contrary to popular belief, the human brain cannot multitask. Driving and talking on a cell phone are two thinking tasks that involve many areas of the brain. Instead of processing both simultaneously, the brain rapidly switches between two cognitive activities.

Take the classic example of the act of walking and chewing gum. There is a common misconception that because people appear to simultaneously do both that they can just as easily talk on their cell phones and drive safely at the same time.



The truth is that walking and chewing gum involve a **thinking** task and a **non-thinking** task.



Conversation and driving are **both thinking** tasks.

Medical Exams and Certificate Changes

Recent changes to the rules regarding medical examination requirements for commercial vehicle drivers have made it necessary for the driver to continue to carry a copy of the medical examiners certificate (medical card) with them at all times when operating a commercial motor vehicle until January 30, 2015. The extension of this requirement will allow state licensing agencies to update and bring their programs into compliance with Federal standards. Drivers are still required to forward the required affidavit and their medical certificate to the state licensing agency so the state can merge the medical certificate with the driver's license. Drivers should check with the local state licensing agency to find out the proper procedures to use when sending the information to the state. Because of the delays in reporting, it is critically important the driver not delay in renewing their medical certificate. Check the expiration date on the certificate. It is recommended that drivers renew the certificate at least one month prior to expiration.

The next significant change will become effective May 21, 2014, and will require that all medical examiners be trained, tested and placed on the National Registry of Certified Medical Examiners. If the examiner you have been using is not registered, the medical exam and certificate will be not considered valid. The examiner's registration number must appear on the certificate and will be available for enforcement officers to see during inspections either electronically or on the paper copy of the certificate. Your current medical exam is valid until the regular expiration date. To find certified medical examiners in your area or anywhere in the country visit the National Registry website and search by zip code, state or examiner's name. If your current examiner is not on the Registry, refer them to the Certified Medical Examiners page on the Federal Motor Carrier Safety Administration website www.fmcsa.dot.gov.

- ◆ Check the expiration of your medical certificate.
- ◆ Find an examiner in your area that is on the Register or urge your current examiner to sign up for the program and get on the Registry.
- ◆ Do not delay in renewing your medical certificate.
- ◆ Make certain that you submit the required documentation (copy of your new certificate and affidavit) to your state licensing agency so the information can be merged with your license.
- ◆ It is your responsibility to maintain your qualifications.

Drive Safely, Drive Responsibly, Drive Professionally.

MAY 2014 SAFETY MEETING

PERSONAL PROTECTIVE EQUIPMENT

The quality of one's safety attitude typically is described in terms of behavior. A person's actions reflect the attitude. The worker who always wears the proper personal protective equipment demonstrates good safety behavior and a good safety attitude.

Using personal protective equipment (PPE) requires hazard awareness and knowledge of the equipment's purpose, limitations, and proper fit and maintenance.

OSHA in 29 Code of Federal Regulations (CFR) requires the use of personal protective equipment during operations that present the risk of injury to employees when that risk cannot be eliminated by engineering or process procedures. Under OSHA regulations, the employer is responsible for:

- Determining the use and selection of PPE;
- Training employees in the proper use and care of PPE;
- Documenting the use and employee training of PPE.

The required annual PPE training will be part of our May 2014 Safety Meeting. Pull your PPE Training Manual from the safety library and review the training with your employees. After you have conducted the training and the employee's have completed the quiz, have them sign the attached signature sheet and place it in the back of the PPE Training Manual. Then they are to sign the Safety Meeting Minutes and you return a copy to me and/or Lynn.

MAY 2014

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

PERSONAL PROTECTIVE EQUIPMENT

Date:

Manager: