



LAMPTON-LOVE, INC.

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Date: May 7, 2015
To: All Branch Managers
From: Gene Maddox 
Subject: Branch Office Monthly Safety Meeting – May 2015

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 2015. You may add topics, **but please document the following topics:**

1. Safety Meeting: (Electrical Safety)
2. News Briefs!!! (Rural Roads)

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

MAY 2015 SAFETY MEETING

Electrical Safety

Most propane workers don't think of our industry as being heavily electrically related. In most instances this is a correct assumption but, never the less, there are many electrical hazards in the workplace that can hurt or even kill the most cautious propane person. Combine electrical hazards with propane and you've got a potentially deadly mix. The purpose of this meeting is to discuss various electrical hazards that could "reach out and touch" a propane employee or someone else. Basically, propane workers should always keep electrical arcs or related electrical activity at least 25 ft. from a point of transfer or propane release.

Review the following list of electrical hazards/statements and discuss each:

- ◆ Keep open electrical arcs from the presence of propane vapor.
- ◆ Look for evidence of explosion-proof wiring systems that have been damaged or arc in a state of disrepair.
- ◆ Remember, most battery-powered hand tools are unsafe around propane vapor because they develop open electrical arcs at the armature/brush area.
- ◆ Never open or close a switch if propane vapor is present.
- ◆ Refrain from parking a bobtail or cylinder truck under a live electrical line.
- ◆ Examine electrical devices located near tanks or cylinders such as, but not limited to: A/C condenser units, lights, motor etc. Remove or relocate them as necessary.
- ◆ Frayed insulation or damaged wires on or near the rear deck of a bobtail can ignite a propane-air mixture.
- ◆ Welding or related contractor operations can ignite a propane mixture.
- ◆ Shutoff circuits on household appliances that could energize when employees are working around them. As an example, hot surface and direct spark igniters should be shutoff prior to starting any work activities.
- ◆ Refrain from jump-starting a propane vehicle unless you must do so and the area is closely examined for the possibility of a propane vapor being present.
- ◆ Be watchful of customers and members of the general public who bring electrical hazards into a "propane hazard zone".
- ◆ Carefully examine your electrical tools and equipment to ensure they are in tip-top condition. Look for frayed wires and homemade repairs.
- ◆ When working outside using electrical tools make sure it is at least double insulated and use an extension cord with GFCI protection.
- ◆ Never run extension cords through water or over sharp objects. Remember, it is not recommended that extension cords be field-repaired. Have an expert repair them if they are able to be repaired or destroy them and purchase another.
- ◆ Never operate electrical equipment while standing in water.
- ◆ Never make unapproved repairs on the electrical system of your plant or bobtail.
- ◆ Remember most cell phones are not intrinsically safe; they can produce an open arc to the outside atmosphere.

Electricity is a silent killer of hundreds of people each year. Keep in mind that under the right circumstances, a person can die when being exposed to electrical current of 50-150 milliamps. However, the good news is that most of these accidents can be prevented with just a little care and attention. And never forget that even battery-powered hand tools can be deadly under the "wrong" circumstances. Keep your eyes open for electrical hazards and don't be afraid to cease operations or call for help if you have a question about your safety or the safety of others.

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

RURAL ROADS...

For many urban dwellers, the promise of a drive through a country farming region – far away from urban congestion- seems inviting, even relaxing. But that doesn't mean you should let down your guard while traveling through rural areas.

Rural roads can pose a variety of dangers. Animals darting across the road, slow-moving farm vehicles just over the crest of a hill, low spots covered in rainwater – these are just a few examples.

A study released last year by the National Highway Traffic Safety Administration examined fatal crashes that occurred in 2012. Although 19 percent of the U.S. population lived in rural areas, rural fatalities represented 54 percent of all traffic fatalities in 2012. The study also found that the fatality rate per 100 million vehicle miles traveled was 2.4 times higher in rural areas than in urban areas (1.86 and 0.77, respectively).

Thirty-one percent (5,660) of the rural road fatalities were related to speeding. Alcohol-impaired driving and lower seat belt use were also major factors contributing to the higher rate of fatal crashes on rural roads.

According to the Ohio Department of Public Safety, these are some of the hazards that drivers should keep in mind:

- ◆ Rural roads aren't always designed for fast and efficient travel. You may encounter unpaved roads, gravel surfaces or roads without regular maintenance.
- ◆ Expect blind spots, steep hills and sharp curves.
- ◆ A narrow road width doesn't allow for safe passing.
- ◆ Rural roads often lack signage and night lighting.
- ◆ Rural roads often lack shoulders or guardrails, even with the presence of deep ditches.
- ◆ Common obstacles include slow-moving vehicles, livestock and wild animals, fallen trees and landslide debris.
- ◆ Railroad crossings might lack gates or lights to warn of an oncoming train, so always stop and look both ways carefully before proceeding.
- ◆ Tall crops and weeds may limit sight distance.
- ◆ Trees, mailboxes and utility poles may be very close to the road.

The conditions above may require driving below the posted speed limit and using extra caution, the Ohio Department of Public Safety advises. Remember, in the event of a crash, it may take longer for emergency services to arrive. Here are some additional tips:

- ◆ Always wear your seatbelt.
- ◆ Pay attention to, and be aware of, changing road conditions.
- ◆ Gravel roads have less traction, so applying the brakes hard or turning sharply may cause your vehicle to skid.
- ◆ Slow down and be patient behind slow-moving vehicles. Only pass them when it's legal and safe.

MAY 2015 SAFETY MEETING

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: _____

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

Gene Maddox/Lynn Eldridge

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