



LAMPTON-LOVE, INC.

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Date: May 4, 2017
To: All Branch Managers
From: Gene Maddox *gm*
Safety Director
Subject: Branch Office Monthly Safety Meeting – May 2017

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 May 2017. You may add topics, but please document the following topics:

1. News Briefs!!! (Sharing the Roadways with Farm Equipment)
2. Safety Meeting: (Learning Alert: Exiting Equipment Trailers)

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!!!

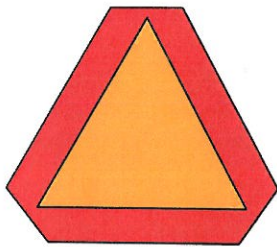
(This monthly “column” will include short newsworthy topics, which will serve as a friendly reminder to us all)

Sharing the Roadways with Farm Equipment

Temperatures are warming and American’s farmers are returning to the fields to plant crops. That means you are more likely to encounter slow-moving farm equipment on roads, particularly in rural areas.

“You need to keep their guard up throughout the planting, growing and harvesting seasons by reducing speed and being more aware of other motorists,” said Erie County Farm Bureau President Nick Mobilia, who spoke on behalf of the Pennsylvania Farm bureau. “We believe accidents can be prevented if farmers and motorists look out for one another on country roads. If motorists hear our messages and follow safe driving tips, costly accidents can be avoided and lives can be saved.”

Here’s some advice from the Pennsylvania Farm Bureau:



- ◆ **Recognize the slow-moving vehicle emblem and brake immediately.** When you see the slow-moving vehicle (SMV) emblem, you should immediately slow down. SMV emblems must be visible at least 500 feet away from the vehicle, but because it may be difficult for you to judge the speed at which you are closing in on a vehicle, you should slow down immediately. Think of the slow-moving vehicle emblem as a warning to adjust your speed.
- ◆ **Be patient.** A farmer understands that your trip is being delayed, so he or she will pull off the road at the first available safe location to allow you to pass. Don’t assume that the farmer can move aside to let you pass. Shoulders may be soft, wet or steep, and this can cause the farm vehicle to tip. Or the shoulders may not be able to support a heavy farm vehicle.
- ◆ **Yield to wide vehicles.** Some farm equipment may be wider than the lane of travel. If you approach a piece of wide farm equipment traveling in the opposite direction and you cannot pass safely, stop. Then pull off the road or safely turn around or back up to a location that will allow the equipment to pass you.
- ◆ **Don’t assume that the farmer knows you’re there.** Most operators of farm equipment will regularly check to see if there is traffic behind them. However, the farmer must

spend most of the time looking ahead to keep the equipment safely on the road, and to watch for oncoming traffic. Also, most farm equipment is very loud, and the farmer will probably not be able to hear your vehicle. Therefore, do not assume that the farmer knows where your vehicle is located. Before you attempt to pass, use your car's horn to signal to the farmer that you are there.

- ◆ **Pass with caution.** If a farmer has pulled off the road to allow you to pass, or if the farmer cannot pull off the road and you feel you must pass, do so with caution.

- Be watchful of vehicles behind you than may also try to pass.
- If you must enter the oncoming lane of traffic, do not pass unless you can see clearly ahead of both you and the vehicle you will pass.
- If there are any curves or hills ahead that may block your view or the view of oncoming vehicles, do not pass.
- Do not pass if you are in a designated "No Passing Zone" or within 100 feet of any intersection, railroad grade crossing, bridge, elevated structure or tunnel.
- Do not assume that a farm vehicle that pulls to the right side of the road is going to turn right or is letting you pass. Due to the size of some farm implements, the farmer must execute wide left-hand turns. If you are unsure, check the operator's hand signals and check the left side of the road for gates, driveways or any place a farm vehicle might turn.

MAY 2017 SAFETY MEETING

Learning Alert: Exiting Equipment Trailers

An employee fractured his pelvis when he fell while exiting an equipment trailer.

The employee was onsite to cut the grass. The employee was preparing to back the zero turn lawn lower off the equipment trailer when he realized the mower was still connected to the trailer. To exit the trailer and unfasten the remaining tie, he stepped from the lawn mower to the 2-inch side rail of the equipment trailer. Stepping to the side rail, he lost his balance. He attempted to jump forward to the ground but his foot/leg was caught in the equipment trailer's side rail. As a result of his fall, he fractured his pelvis.

Although a common practice, equipment trailer side rails are not intended for or designed for someone to stand on them.

Procedures for Entering and Exiting Equipment Trailers

Each of our locations has one or more utility trailers that we use to haul mowers and other contents. If entering or exiting the trailer from over the side rail, there is a potential for an accident to happen.

Below are procedures to properly enter and exit a utility trailer.

1. Make sure trailer is securely attached to the towing vehicle.
2. Inspect trailer to ensure that it is safe to haul contents.
3. Inspect tailgate or ramps for damage.
4. Once the equipment is loaded,
5. Walk beside the trailer when securing equipment to the trailer.
6. Close tailgate of the trailer.
7. When unloading equipment, walk around trailer to remove security straps before entering the trailer.
8. Let tailgate down.
9. Never enter or exit an equipment trailer by climbing on or over the side rail.
10. Never stand on the side rail of an equipment trailer.

MAY 2017
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Sharing the Roadways with Farm Equipment _____
2. Learning Alert: Exiting Equipment Trailers _____

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: _____

P. O. Box 1607, Jackson, MS 39215-1507 Fax #:601-933-3420