



LAMPTON-LOVE, INC.

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Date: May 7, 2018

To: All Branch Managers

From: Gene Maddox *gym*
Safety Director

Subject: Branch Office Monthly Safety Meeting – May 2018

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 2018. You may add topics, but please document the following topics:

1. News Briefs!!! (1. When to Administer Drug & Alcohol Test; 2. Are You At Risk Of Heat Stress?)
2. Safety Meeting: (Conducting Regulator Performance Tests)

It is recommended that you thoroughly read/view 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)

WHEN TO ADMINISTER DRUG AND ALCOHOL TESTS

When there is an accident, below is a Table showing when a DOT Drug and Alcohol Test has to be administered.

Type of accident involved	Citation issued to the CMV Driver	Test must be performed by employer
i. Human fatality	YES NO	YES YES
ii. Bodily injury with immediate medical treatment away from the scene	YES NO	YES NO
iii. Disabling damage to any motor vehicle requiring tow away	YES NO	YES NO

Alcohol tests. If a test required by this section is not administered within **two hours** following the accident, the employer shall prepare and maintain on file a record stating the reasons the test was not promptly administered. If a test required by this section is not administered within **eight hours** following the accident, the employer shall cease attempts to administer an alcohol test and shall prepare and maintain the same record. Records shall be submitted to the FMCSA upon request.

Controlled substance tests. If a test required by this section is not administered within 32 hours following the accident, **the employer shall cease attempts to administer a controlled substances test**, and prepare and maintain on file a record stating the reasons the test was not promptly administered. Records shall be submitted to the FMCSA upon request.

ARE YOU AT RISK OF HEAT STRESS?

May is Heat Stress Awareness Month, and the answer to the above question is anyone can be at risk of heat stress if the conditions are right.

Most think heat stress is directly related to the outside temperature, but the reality is that it only needs to be 57 degrees Fahrenheit to suffer its effects. As we head into our hottest months where the temperatures far exceed 57 degrees, the risk of a heat related illness climbs.

Those are highest risk of a heat related illness are:

- ◆ People who work in hot and humid environments
- ◆ People new to working or exercising in heat.
- ◆ Those with high blood pressure
- ◆ Very young and elderly people
- ◆ People who drink alcohol, sports drinks and who take certain medications.

MAY 2018 SAFETY MEETING

Conducting Regulator Performance Tests

When a gas appliance is turned on, gas flows through the line to the appliance where it is burned. The regulator ensures that the proper amount of gas is flowing to the appliance and that the pressure is not too high or too low. When the appliance is shut-off, gas pressure will continue to build in the line unless the regulator automatically turns off the flow of gas.

“Flow & lock-up tests” as they are commonly known, are typically performed on vapor distribution systems during start-up to determine if the tank, piping system and regulator are properly sized for the intended British Thermal Unit (BTU) load and that the regulator properly stops the flow of gas when there is no more demand from the appliance.

Performing A Flow Pressure Test

The regulator flow pressure test is done first, making out-put pressure adjustments if needed.

Step 1: Install a water column manometer or other suitable low pressure measuring device in the test tap of an appliance shut-off valve at the appliance farthest from the regulator.

Step 2: Relight all pilots and operate all appliances at full capacity.

Step 3: Check the flow pressure shown on the manometer with all appliances operating. If necessary, adjust the 2nd stage or line regulator to 11 inches water column. Delivery (flow) pressure must not fall to less than the appliances’ required input pressures as given on the manufacturer’s appliance rating plates.

If adequate flow pressure is not maintained with all connected gas appliances operating, check for the following problems:

- ◆ The regulator output capacity may not be adequate to supply the connected appliances.
- ◆ The service regulator upstream may not be properly sized.
- ◆ Piping may be too small and friction losses may be limiting the gas volume and pressure available to the appliances and/or regulator being flowing tested.

If the flow tests are satisfactory, the next check is to test the regulator lock-up.

Performing A Regulator Lock-Up Test

Step 1: Turn all appliance controls off.

Step 2: Close all appliance shut-off valves.

Step 3: Leave the container service valve open in order to maintain pressure on the system. With the appliance shut-offs in the off position, the pressure will increase slightly then stop. This is the lock-up pressure. The lock-up pressure should not exceed the flow pressure by more than 30 percent.

Step 4: Watch the pressure for one minute. If the flow pressure was 11 inches water column, then the lock-up pressure should not exceed 14.3 inches water column. The pressure should stay steady and not creep up during your observation period. If the regulator fails to lock-up or creeps upward, the regulator is malfunctioning. This problem indicates the regulator must be replaced.

Never exceed the manufacturer's recommendation for flow and lock-up pressures. Never attempt to perform these tests unless you have been properly trained.

Documentation

The job isn't finished until all paperwork is properly completed. All required pressure, flow, and lock-up tests and leak checks must be documented on the designated company form or report per your company's standard operating procedures (SOP).

Closing

Operating pressures are very critical to proper appliance operation. Many high efficiency appliances will not operate if regulator lock-up pressure is too high or flow pressures are not within operating range. Always consult the appliance manufacturer's operating instruction for required gas pressure information.

MAY 2018
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. News Briefs: 1. When to Administer Drug & Alcohol Tests; 2. Are You At Risk of Heat Stress? _____
2. Safety Meeting: Conducting Regulator Performance Test _____

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.

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

Instructor's Signature: _____

Gene Maddox/Lynn Eldridge

Date: _____

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

Fax #: 601-933-3417