



LAMPTON-LOVE, INC

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
2950 Layfair Drive • Flowood, Mississippi 39232-8822
(601) 933-3400 • Fax (601) 933-3420

Date: May 9, 2019
To: All Branch Managers
From: Gene Maddox *gsm*
Safety Director
Subject: Branch Office Monthly Safety Meeting – May 2019

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 2019. You may add topics, but please document the following topics:

1. News Briefs!!! (NONE)
2. Safety Meeting: (Mobile Crane Safety)
3. Safety Meeting: (Personal Protective Equipment - PPE)

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

MAY 2019 SAFETY MEETING

Mobile Crane Safety

Part 1

For the April Safety Meeting, you were to watch the video on Mobile Crane Safety; several of you were not able to watch the video but completed the **Mobile Crane Safety: Rigging**. The platform for the training videos have been moved to a YouTube base. You will still access the videos through the company website but once you choose a video and click on the link, it will automatically take you to YouTube to that video.

After the manager has logged in, click the following:

Videos

Training/Safety Videos will open, then

Choose "Mobile Crane Safety".

If you should have any difficulties with the video loading, please let us know.

ONLY THOSE THAT WERE NOT ABLE TO WATCH THE VIDEO LAST MONTH ARE TO WATCH THE VIDEO AS PART OF MAY'S SAFETY MEETING!!!

MAY 2019 SAFETY MEETING

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Part 2

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 2019 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 employees have completed the quiz, they will need to sign the attached Annual Employee Training Verification for PPE (keep the signed original in the PPE training manual) and the Safety Meeting Minutes and Attendance Record. Send a copy of both sign sheets to me and/or Lynn.**

MAY 2019
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

Date: _____ **Time Started:** _____ **Time Finished:** _____

Instructed By: _____ **Number Attending:** _____

Subject Covered and Comments:

1. Briefs: NONE
2. Safety Meeting Part 1: Mobile Crane Safety Video: _____
3. Personal Protective Equipment – PPE - Annual Training _____

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: _____

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
PERSONAL PROTECTIVE EQUIPMENT**

PERSONAL PROTECTIVE EQUIPMENT

Company Name: _____

Date: _____ Manager: _____

**I HEREBY CERTIFY THAT I HAVE REVIEWED THE PERSONAL PROTECTIVE EQUIPMENT
TRAINING PROGRAM;**

EMPLOYEE NAME and JOB TITLE
(please print)

EMPLOYEE SIGNATURE

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____
