



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 11, 2021

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – May 2021

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 2021. You may add topics, but please document the following topics:

1. News Briefs!!! (1. Lights, Logs, Action!; 2. Top 5 Fines of 2020; 3. Cost of Non-Compliance Goes Up (Especially for Clearinghouse Violations))
2. Safety Meeting: (Understanding the Safety Data Sheet (SDS))

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)

Lights, Logs, Action!

Lights and HOS

This year, inspectors will be paying special attention to two issues that always generate a lot of violations: the vehicle’s lights and the driver’s hours of service (HOS).

According to the FMCSA, “lamps inoperable” (39 CFR §393.9) was the number one vehicle violation of 2020 – as it is every year – accounting for over 12 percent of all vehicle violations.

During last year’s Roadcheck, HOS violations topped the list of driver out-of-service (OOS) violations, accounting for nearly 35 percent of all driver OOS conditions.

Broken Lights Are Obvious

Ironically, a broken light is one of the most visible defects a vehicle can have. That’s why it tops the annual list of common roadside violations because inspectors can spot a broken lamp a mile away.

To avoid light violations, consider these tips:

- 🔴 Drivers must check all required lights during their daily pre- and post-trip inspections – it’s required under §392.7 and §396.11.
- 🔴 Refer to §393.11 for a list of all DOT-required lights, and make sure drivers know what required depending on their vehicle type.
- 🔴 Additional non-DOT-required lights don’t have to work, but they are still cause for concern. Broken lights are one sign of an inadequate maintenance program. It’s best to make sure they all work.
- 🔴 Drivers must make sure their lights are not only working, but clean. A dirty light may not meet the candlepower standards and could result in a violation. Make sure drivers have cleaning supplies.
- 🔴 Driver must also ensure all required reflective tape and reflectors are in place and clean. If tape or a reflector was required at the time of manufacture, it has to be maintained – you can find the manufacturing standards in 49 CFR §571.108.
- 🔴 Drivers must carry spare fuses for any light circuit that relies on a fuse. This is required under §393.95. Though not typically required, drivers may also want to carry spare bulbs.

What If There's A Violation?

If a driver is cited for a broken light or any other equipment violation but not placed OOS, the vehicle can be driven. However, the defect must be recorded on the day's post-trip inspection report and repaired before the next dispatch.

If a driver is placed OOS for a violation, he or she cannot drive until the violation is repaired.

Top 5 Fines of 2020

The FMCSA collected over \$27 million in civil penalties last year, up from \$25 million collected in 2019. These were the five largest fines paid in 2020 for safety-related violations:

1. \$180,450 paid by an Ohio motor carrier for falsifying records and violating hours rules.
2. \$77,000 paid by an Idaho carrier/shipper for a variety of violations related to drug testing, driver licensing, hours of service, insurance, hazardous materials, and driver qualification.
3. \$67,080 paid by a Wyoming carrier for violating vehicle maintenance and hazardous materials regulations.
4. \$56,300 paid by a Chicago carrier for using a disqualified driver and violating the 11-hour driving limit.
5. \$51,700 paid by a California carrier for violations for the 70-hour on-duty limit and insurance requirements.

Cost of Non-Compliance Goes Up (Especially for Clearinghouse Violations)

The FMCSA has increased its maximum fines and set a high cost for Drug & Alcohol Clearinghouse violations.

By law, federal agencies like the FMCSA must adjust their civil penalties (fines) each year for inflation. The latest increase – effective January 11, 2021 – was 1.02 percent.

In addition, the FMCSA set the maximum fine for Clearinghouse violations at \$5,833, the same as it might cost to violate an out-of-service order. That amount could apply to a motor carrier or its employees, a medical review officer, or any other service agent who violates a Clearinghouse requirement.

Penalty Schedule

The following are some examples of the FMCSA's potential fines. Keep in mind that these are the maximum potential penalties; actual fine amounts are determined on a case-by-case basis after numerous variables are taken into consideration (a "good faith effort" goes a long way).

Violation	Penalty
Recordkeeping violation, per day	\$ 1,292
Driver penalty for violating a safety rule	\$ 3,923
CDL or Clearinghouse violation	\$ 5,833
Knowing falsification of records	\$ 12,919
Violating a safety rule, like hours of service	\$ 15,691
Operating after being declared unfit due to an unsatisfactory safety rating	\$ 27,813
Allowing a driver to violate an out-of-service order	\$ 32,297
Violating a hazmat transportation rule	\$ 83,439
Hazmat violation resulting in death or severe injury	\$194,691

MAY 2021 SAFETY MEETING

Understanding the Safety Data Sheet (SDS) An Integral part of the Hazard Communications Toolbox

The Occupational Safety and Health Administration (OSHA) recently revised its *Hazard Communication Standard (HCS) to better align with the United Nations' Globally Harmonized System (GHS) of Classification and Labeling of Chemicals*. As a result, the Safety Data Sheet (SDS) will be standardized by hazard category to make information easier to locate when working with these materials.

WHAT IS AN SDS?

- ♦ A Safety Data Sheet (SDS), formerly known as materials Safety Data Sheet (MSDS), provides information about chemical hazards. Anyone who might come into contact with the chemical should understand potential dangers and how to safely handle the product. Although each SDS may look a bit different, they all must provide the same information. An SDS must explain, in English, how to safely use, handle, and store a hazardous chemical.
- ♦ The SDS must be updated when significant changes are made to the chemical compound or previously unknown health and physical hazards are discovered.

COMMON SECTIONS WITHIN AN SDS:

All SDSs contain the same basic sections, in the following order. Sections 12, 13, 14, and 15 are not enforced by OSHA.

Section 1: Identification – Identifies the chemical on the SDS as well as the recommended uses. Also provides supplier contact information.

Section 2: Hazards Identification – Explains the chemical's hazards and the appropriate warning information associated with those hazards.

Section 3: Composition and Information on Ingredients – indicates ingredient(s) contained in the product, including impurities and stabilizing additives. This includes information on substances, mixtures, and all chemicals where a trade secret is claimed.

Section 4: First Aid Measures – Describes the initial care that should be given by untrained responders to an individual exposed to the chemical.

Section 5: Fire-Fighting Measures – Provides recommendations for fighting a fire caused by the chemical.

Section 6: Accidental Release Measures – Offers recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices, to prevent or minimize exposure to people, properties, or the environment.

Section 7: Handling and Storage – Delivers guidance on the safe handling practices and conditions for safe storage of chemicals. Because many workplaces have different storage

considerations and hazards on site, be sure to read your company-specific SDS for the chemical you will be working with.

Section 8: *Exposure Controls/Personal Protection* – indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure. NOTE: You should always consult your company's PPE policy for any further instructions.

Section 9: *Physical and Chemical Properties* – Identifies the physical and chemical properties associated with the substance or mixture.

Section 10: *Stability and Reactivity* – covers the reactivity hazards of the chemical and chemical stability information.

Section 11: *Toxicological Information* – Identifies toxicological and health effects information or indicates that such data are not available.

Section 12: *Ecological Information* – Helps evaluate the environmental impact of the chemical(s) if it were released to the environment.

Section 13: *Disposal Considerations* – Offers guidance on proper disposal practices, recycling, or reclamation of the chemical(s) or its container, and safe handling practices.

Section 14: *Transport Information* – Delivers guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.

Section 15: *Regulatory Information* – Identifies the safety, health, and environmental regulations specific for the product that are not indicated elsewhere on the SDS.

Section 16: *Other Information* - Indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes.

MAY 2021
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: 1. Lights, Logs, Action!; 2. Top 5 Fines of 2020; 3. Cost of Non-compliance Goes Up (Especially for Clearinghouse Violations) _____
2. Safety Meeting: OSHA Requirements for Labels in Revised Hazard Communication Standard _____

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 #:601-933-3417