



LAMPTON-LOVE, INC

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Date: May 11, 2022

To: All Branch Managers

From: Gene Maddox,
Kelly Meeks
Safety Director

gm
km

Subject: Branch Office Monthly Safety Meeting – May 2022

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 2022. You may add topics, but please document the following topics:

1. News Briefs!!! (1. Violations & Enforcement; 2. Heat-Related Hazards)
2. Safety Meeting: (Heat Illness Prevention Guidance for Workers)

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)

I. Violations & Enforcement

PHMSA’s inspection and enforcement staff inspect companies and individuals who ship hazardous materials as well as those companies who manufacture, maintain, repair, recondition, or test packages used for transporting hazardous materials. The following table shows recent violations and fines published by PHMSA.

Propane Service Company

Penalty: \$8,200

- Offered and transported UN1075, Liquefied petroleum gas, 2.1 contained in cargo tank motor vehicle in which the company failed to create and maintain a monthly delivery hose assembly and piping inspection report with all the required information;
- Failed to carry on or within the cargo tank motor vehicle written emergency discharge control procedures for all delivery operations.

II. Heat-Related Hazards

OSHA has launched a nationwide enforcement program that allows inspectors to inspect workplace for heat-related hazards. OSHA will initiate compliance assistance if needed.

The program encourages employers to protect workers from heat hazards by providing employees access to water, rest, shade and adequate training.

Workers suffer over 3,500 injuries and illnesses related to heat each year.

What can you do?

WATER, REST, SHADE

About 60% of your body is water, and it’s just as important to your health as oxygen. Drinking water every day helps hydrate your joints, keeps your body temperature in check, and moves waste out of your body.

When you lose more water than you drink, you can dehydrate. It can also be exacerbated by certain medicines...and over the counter medicines have been known to do this.

Stay hydrated, reduce your caffeine intake when possible and

LOOK OUT FOR EACH OTHER!

MAY 2022 SAFETY MEETING

Heat Illness Prevention Guidance for Workers

Awareness of heat illness symptoms can save your life and the lives of your coworkers. Please adhere to the following guidance concerning heat-related illnesses and preventive measures.

- 💧 If you are new to working in the heat or are returning to work from an illness or an extended break, please be aware that you will be more vulnerable to heat stress until your body has time to adjust. This process takes about 5-7 days. During this time, communicate with your manager that you need time to adjust or readjust to the heat.
- 💧 Drinking plenty of water frequently is vital for workers exposed to heat. An individual may produce as much as 2-3 gallons of sweat per day. To replenish that fluid, you should drink 3-4 cups of water every hour, starting at the beginning of the day.
- 💧 Taking breaks in a cool, shaded area and allowing adequate time for recovery from the heat throughout the day are effective ways to avoid heat-related illnesses.
- 💧 Avoid or limit the consumption of alcohol and caffeine during periods of extreme heat. Both dehydrate the body.
- 💧 If you or a coworker start to feel symptoms such as nausea, dizziness, weakness or unusual fatigue, let your supervisor know and then rest in a cool, shaded area. Seek immediate medical attention if your symptoms persist or worsen.
- 💧 Whenever possible, wear clothing that provides protection from the sun but also allows airflow to the body. Protect your head and shade your eyes if working outdoors.
- 💧 When working in the heat, pay extra attention to your coworkers and be sure you know how and when to call for medical attention.

MAY 2022
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. Violations & Enforcement; 2. Heat-Related Hazards _____
 2. Safety Meeting: Heat Illness Prevention Guidance for Workers _____
- _____

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 Mathis

Date: _____

P. O. Box 1607, Jackson, MS 39215-1507 Fax #: 601-933-3417