



LAMPTON-LOVE, INC

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Date: May 12, 2023

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – May 2023

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 Mathis.** *Please keep the original for your records.*

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are 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 2023. You may add topics, but please document the following topics:

Safety Meeting: (Security Plan – In-depth Review)

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 2023 SAFETY MEETING

Security Plan - In-depth Review

We are required to provide employee training every three years for our DOT Security Plan. This training will include all employees, and we want to Provide this training as our May Safety Meeting. You will need to review with your employees the information in your Security Plan Binder.

Using Section 1, Page 16, the Receipt of Information Documentation, make sure you get a documented signature from each employee acknowledging the training along with the Safety Meeting Minutes and Attendance Record. This will be a longer than usual safety meeting.

Keep the originals of these forms on file or in the back of the training manual and send a copy of each signed form to LamptonLove.Safety@lamptonlove.com, Kelly or Lynn.

MAY 2023
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments: Safety Meeting:

1. Security Plan – In-depth Review _____
- _____
- _____
- _____

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: _____

Kelly Meeks/Lynn Mathis

Date: _____

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

Fax #: 601-933-3417