



LAMPTON-LOVE, INC.

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Date: November 7, 2014
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – November 2014

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 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 Record 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 November 2014. You may add topics, **but please document the following topics:**

1. Safety Meeting: (Power Take-Off (PTO) Safety)
2. News Briefs!!! (Preventing Injuries: Good attitude is key)

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 may 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

NOVEMBER 2014 SAFETY MEETING

Power Take-Off Safety

The power take off (PTO) system on a bobtail is perhaps the most useful, yet dangerous set of components a driver comes in contact with on a daily basis. A PTO system harnesses the power of the truck engine to drive the truck's propane transfer pump. This is typically accomplished by a gear transfer unit attached to the side of the transmission. This transfer unit turns a shaft that "drives" the transfer pump. The rotating PTO shaft is perhaps the biggest danger to the driver or other persons in the area. This meeting will discuss the dangers and safety measures all drivers should remember while working around this equipment.

Case Study: A propane transport driver in West Texas made the decision to take a closer look at an operating PTO. His light jacket became entangled and pulled him into the rotating shaft. The shaft instantaneously ripped off his left arm and part of his shoulder. His other arm received compound fractures. He lost almost half his blood volume before he was found in the early morning hours by a deputy sheriff. Miraculously, he survived!

There are two major hazards associated with PTOs, entanglement and mechanical failure. Let's briefly discuss both:

Entanglement occurs when a person comes in contact with the rotating PTO shaft. A typical PTO shaft rotates between 540 and 1,000 rpm and it only takes 3 seconds to wrap 20 feet of rope! If your hair or a shoe string became entangled you wouldn't have any time to react. It only takes one loose thread or a few strands of hair to start the tragic chain reaction of ugly events to follow. Bruises, contusions, loss of skin and muscle mass, broken bones, scalping and even death can occur when entanglement occurs. PTO entanglement results in some of the most grievous injuries ever encountered in the workplace.

Mechanical failure occurs when some part of the PTO system fails (typically the drive shaft) and either causes personal injury to people in close proximity to the failure or subsequent damage to surrounding components such as the cargo tank. Mechanical failures can occur without injuries but the potential for widespread damage and injuries are magnified if the failure causes a propane leak.

Precautions. Listed below are some precautions that all drivers and propane employees should take when working around PTO assemblies:

- ◆ Keep a safe distance from the shaft when rotating. Never place any part of your body inside the frame rails of a bobtail during pumping operations.
- ◆ Frequently inspect the condition of the shaft's u-joints and grease them with approved grease compounds according to manufacturer's recommendations.
- ◆ Keep children and other unauthorized personnel away from an operating truck.
- ◆ Be aware of damage that could occur when driving your truck. Road debris could damage PTO components while operating on the highway. Inspect your PTO system prior to engaging it.
- ◆ Listen for odd noises coming from the PTO during operation. Peculiar noises could indicate an impending failure.
- ◆ Follow manufacturer's instructions for maintenance and adjustments.
- ◆ If your PTO shaft is enclosed inside a shielding system never remove it and make repairs as required!
- ◆ Never perform repair operations under the vehicle while the PTO shaft is operating.
- ◆ Never over speed a PTO assembly by increasing engine speed. Over speeding a PTO is dangerous and can damage sensitive components.

- ◆ Check for loose set screws that attach u-joint yokes to the PTO shaft. Typically, these screws are held in place by safety wires but wires can fail causing the set screws to loosen.
- ◆ Do not step on or lean over a PTO shaft.
- ◆ Always closely follow the manufacturer's instructions concerning how to engage and disengage a PTO assembly. PTOs that are improperly engaged or disengaged can be damaged, thereby creating a safety hazard and reducing service life.

PTOs provide hours and hours of trouble-free operation. Its very easy to forget just how powerful and even deadly they can become if not treated with the utmost respect. The next time you find yourself working around a PTO take that extra measure of precaution to protect yourself and others around you.

NEWS BRIEFS!!!

(This monthly “column” will include short newsworthy topics,
which will serve as a friendly reminder to us all)

Preventing Injuries: Good attitude is key

The purpose of this session is to help minimize your risk of injury by showing the value of developing a good safety attitude. Start each day with a healthy respect for your own safety – and that of others.

Behaviors we avoid

You wouldn't stroll down the middle of a busy freeway at rush hour, would you? Or stick your tongue in an electrical socket? Or peer inside a full gas can with a lit match?

Why not?

Bad results

The answer is obvious. You'll get a bad result. You'll get hurt. That same thought process – that some behaviors can have harmful results – can help keep you safe in the workplace, too.

It's really not that complicated. Once you accept and practice safe behavior, it becomes second nature. For instance, 30 years ago almost no one wore a seat belt. Now almost everyone does.

What's a good attitude?

Remember, your attitude is the approach you take mentally. So what's a good safety attitude?

Here are a few:

1. Accidents have causes.
2. Safe work is efficient work.
3. My company is interested in safety.
4. My co-workers are interested in safety.
5. Working safely is a skill!
6. My co-workers and I respect and appreciate safe work habits.

What are your responsibilities?

Everyone has a responsibility when it comes to safety.

Here are some:

1. I've learned to recognize safety hazards.
2. I will report safety hazards.
3. I will follow all safety procedures.
4. I will practice good housekeeping and encourage others to do the same.
5. I will use personal protective equipment when required.
6. I will make the most of my safety training.

I Chose To Look The Other Way

I could have saved a life that day
But I chose to look the other way.
It wasn't that I didn't care;
I had the time, and I was there.

But I didn't want to seem a fool,
Or argue over a safety rule.
I knew he'd done the job before.
If I spoke up he might get sore.

The chances didn't seem that bad;
I'd done the same, he knew I had.
So I shook my head and walked by;
He knew the risks as well as I.

He took the chance, I closed an eye;
And with that act, I let him die.
I could have saved a life that day.
But I chose to look the other way.

Now every time I see his wife,
I know I should have saved his life.
That guilt is something I must bear;
But isn't something you need to share.

If you see a risk that others take
That puts their health or life at stake,
The questions asked or thing you say;
Could help them live another day.

If you see a risk and walk away,
Then hope you never have to say,
"I could have saved a life that day.
But I chose to look the other way."

NOVEMBER 2014 SAFETY MEETING

MONTHLY SAFETY MEETING MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

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 regulations and curriculum for this monthly safety meeting.

Instructor's Signature: _____

Date: _____

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