



LAMPTON-LOVE, INC.

P. O. BOX 1607 • JACKSON, MISSISSIPPI 39215-1607
Mirror Lake Plaza
2829 Lakeland Drive, Suite 1505 • Jackson, Mississippi 39232
(601) 933-3400 • Fax (601) 933-3420

Date: November 4, 2015
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – November 2015

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 2015. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Be Prepared When Driving in Foggy Weather)
2. Safety Meeting: (Step Up to Ladder Safety)

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

NEWS BRIEFS!!!

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

Be Prepared When Driving in Foggy Weather

When you unexpectedly find yourself driving through dense fog, you need to respond quickly and calmly to adjust to the sudden loss of visibility. Failure to do so can have tragic consequences.

According to AAA, the two most important safety measures you can take while driving in fog are to slow down and to turn on your low-beam headlights. It's critical to reduce speed to increase available reaction time. Additionally, your low-beam headlights will help you see the road more clearly. High-beam headlights, on the other hand, will increase glare in fog conditions – don't use them.

Here's some more AAA advice:

- ◆ Use your windshield wipers and defroster to increase visibility and reduce glare from oncoming vehicles.
- ◆ If your vehicle is equipped with daytime running lights, you may need to manually turn on your headlights so your taillights will also be illuminated.
- ◆ Avoid sudden stops – and remember that larger vehicles need more distance to slow down or stop.
- ◆ If you must stop, steer off the roadway as far as safely possible.
- ◆ In severe fog, emergency flashers may help increase your visibility to other drivers. (Check state laws regarding use of flasher while moving.)

The Texas Department of Insurance offers these additional tips:

- ◆ Be ready for emergency stops by other vehicles.
- ◆ If possible, drive in a “pocket” where no other vehicles are around you.
- ◆ Turn off your cruise control.
- ◆ Use the right edge of the road or roadside reflectors as a guide.
- ◆ Listen for traffic you can't see.
- ◆ Do not change lanes or pass other vehicles, unless absolutely necessary.
- ◆ Remember that other drivers have limited sight distance and that fog makes the road wet.
- ◆ Signal early. When you use your brakes, don't stomp on them.
- ◆ Watch out for slow-moving and parked vehicles.
- ◆ If you cannot see, pull completely off the road – preferably at a rest area or truck stop.
- ◆ If you pull off the road, turn on your hazard flashers immediately.

NOVEMBER 2015 SAFETY MEETING

Step Up to Ladder Safety

We have had a couple of worker comp claims for people falling from ladders; below are some safety tips for Ladder Safety.

Portable ladders are some of the most common pieces of equipment or tools in most workplaces. And, they are seemingly one of the most easy to use pieces of equipment. Yet, each year numerous workers are hurt due to falling from a ladder.

Types

There are several types of portable ladders that employees may use: step, straight, combination, extension, wooden, metal and fiberglass. The OSHA General Industry regulations can be found in 1910.25, "Portable wood ladders", and 1910.26, "Portable metal ladders". (OSHA does not currently address fiberglass ladders in the regulations, though the Agency has proposed a rule that would cover them.

Use

OSHA requires and recommends the following:

- ◆ Position the ladder on a stable, level surface.
- ◆ Place the base of the ladder a quarter of the working length of the ladder from the wall or other vertical surface.
- ◆ Position the ladder so the side rails extend at least 3 feet above the landing of the roof, mezzanine, etc.
- ◆ Secure the ladder to prevent displacement or erect a barricade to keep traffic away from the ladder.
- ◆ Make sure that the weight on the ladder will not cause it to slip off its support.
- ◆ Do not exceed the maximum load rating of the ladder.
- ◆ Use three points of contact (two hands and a foot, or two feet and a hand).

Fall protection

OSHA does not require fall protection when using portable ladders, but the Agency addresses fall protection when using ladders in several Letters of Interpretation (LOI). As stated in a January 13, 2000, LOI, if the user is at risk of falling from a portable ladder, then OSHA encourages employers to provide additional fall protection.

There are a number of factors to consider in these situations including:

- ◆ The height of the ladder,
- ◆ The type of work being performed,
- ◆ Conditions of the work environment, and
- ◆ The limitations of the fall arrest system used.

Employees should be properly trained to use a ladder as a means of fall prevention.

Storage

OSHA recommends that ladders should be secured in passageways, doorways, or driveways, and other areas where they can be accidentally displaced by workplace activities or traffic.

Inspection and repair

OSHA requires portable ladders to be inspected, though exact intervals are not given. Certainly, if there is an incident then the ladder should be inspected before re-use. Damaged ladders must be taken out of service for repair or destruction and tagged or marked as “Dangerous, Do Not Use” or similar wording. Repairs can be done by either an employer’s designated personnel or the manufacturer.

Ladder safety tips

The following safety tips can be shared with workers who use ladders:

- ◆ Read and follow all labels/markings on the ladder.
- ◆ Avoid electrical hazards! – Look for overhead power lines before handling a ladder. Avoid using a metal ladder near power lines or exposed energized electrical equipment.
- ◆ Always inspect the ladder prior to using it. If the ladder is damaged, it must be removed from service and tagged until repaired or discarded.
- ◆ Always maintain a 3-point (two hands and a foot, or two feet and a hand) contact on the ladder when climbing. Keep your body near the middle of the step and always face the ladder while climbing.
- ◆ Only use ladders and appropriate accessories (ladder levelers, jacks, or hooks) for their designed purposes.
- ◆ Ladders must be free of any slippery material on the rungs, steps, or feet.
- ◆ Do not use a self-supporting ladder (e.g., step ladder) as a single ladder or in a partially closed position.
- ◆ Do not use the top step/rung of a ladder as a step/rung unless it was designed for that purpose.
- ◆ Use a ladder only on a stable and level surface, unless it has been secured (top or bottom) to prevent displacement.
- ◆ Do not place a ladder on boxes, barrels, or other unstable bases to obtain additional height.
- ◆ Do not move or shift a ladder while a person or equipment is on the ladder.
- ◆ An extension or straight ladder used to access an elevated surface must extend at least 3 feet above the point of support. Do not stand on the three top rungs of a straight, single, or extension ladder.
- ◆ The proper angle for setting up a ladder is to place its base a quarter of the working length of the ladder from the wall or other vertical surface.
- ◆ A ladder placed in any location where it can be displaced by other work activities must be secured to prevent displacement or a barricade must be erected to keep traffic away from the ladder.
- ◆ Be sure that all locks on an extension ladder are properly engaged.
- ◆ Do not exceed the maximum load rating of a ladder. Be aware of the ladder’s load rating and of the weight it is supporting, including the weight of any tools or equipment.

**NOVEMBER 2015
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: _____

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

Gene Maddox/Lynn Eldridge

P.O. Box 1607

Jackson, MS. 39215-1607

Fax #: 601-933-3420