



LAMPTON-LOVE, INC.

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**Date:** November 8, 2017  
**To:** All Branch Managers  
**From:** Gene Maddox *GM*  
Safety Director  
**Subject:** Branch Office Monthly Safety Meeting – November 2017

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 November 2017. You may add topics, but please document the following topics:

1. News Briefs!!! (Safety Issues: Replenishing Forklift Cylinders Cabinet and Pulling Gas Hoses)
2. Safety Meeting: (12 New Violations That Could Affect Your CSA Scores)

It is recommended that you thoroughly read/view 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)

### Safety Issues: Replenishing Forklift Cylinders Cabinet and Pulling Gas Hoses

There are concerns when it comes to replenishing forklift cylinders in cylinder storage cabinets and pulling gas hoses from the reel on the bobtail.

In the last several months when replenishing cylinders in storage cabinets, we have had cylinder delivery employees getting their fingers mashed or pinched when inserting forklift cylinders into the cabinet. The instructions below are suggested when placing cylinders in the cabinet:

- ◆ First, place cylinder close to the front of cylinder cabinet
- ◆ Next, place one hand on the neck/valve protection ring
- ◆ Then place the other hand on cylinder close to the bottom of the cylinder. **Do not catch the cylinder by the foot ring.**
- ◆ At this point, lift the cylinder and place the foot ring on the edge of the cabinet’s rack.
- ◆ From here, begin to slide the cylinder into the rack.
- ◆ While sliding the cylinder in the rack, place both hands on the neck ring using the palm of your hands to push the cylinder all the way into the rack. **Do not wrap your fingers in the neck ring.**

The next issue: we are having employees getting injured while pulling the bobtail delivery hose from the bobtail to the customer’s tank. The problem we are having is the driver is placing the delivery hose over his shoulder and pulling it to the tank; the hose gets caught on something and the sudden stop wrenches the driver’s shoulder, neck and/or back. We also have to remember that most of our delivery hoses are anywhere from 125 feet to 150 feet long. When the driver has a long pull, he is pulling a lot of weight. Below are steps to use when pulling the hose:

- ◆ Before you start to pull the hose, make sure that the hose guide is not restricting the hose in any way.
- ◆ Once you begin to pull the hose, place your hands behind the hose end valve and hold it to your side close to your waist. **Do not put it over your shoulder!**
- ◆ When returning the hose to the reel, always carry the hose end valve back to the rear of the truck, using the same method as when pulling the hose out. **Do not place the hose end on the ground beside the tank and let it slide along the ground as you roll it back up. This could cause the hose end to catch on something and open the valve; in addition, if it is dragged through mud this could get trash in the filler adaptor.**



# NOVEMBER 2017 SAFETY MEETING

## 12 New Violations That Could Affect Your CSA Scores

Twelve new violations have been added to the list of those that can affect your scores in the compliance, Safety, Accountability (CSA) enforcement program.



The additions stem from a recent update to the software that roadside inspectors use to create inspection reports, according to the Federal Motor Carrier Safety Administration (FMCSA). The agency says the changes also build on “efforts to continuously improve the consistency of data in the agency’s systems, so enforcement personnel can make the best decisions impacting safety on our nation’s roads.”

The addition as are as follows:

| Section        | BASIC               | Description                                                                                                                                        | Severity |
|----------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 392.16B        | Unsafe Driving      | Operating a property-carrying vehicle while occupants are not properly restrained with a seat belt                                                 | 7        |
| 393.75B-OOS    | Vehicle Maintenance | Front tire tread depth less than 2/32 of inch on a major tread groove                                                                              | 8        |
| 393.75C-OOS    | Vehicle Maintenance | Non-front tire’s tread depth less than 1/32 of inch measured in two adjacent major tread grooves                                                   | 8        |
| 393.75F-SPEED  | Vehicle Maintenance | Operating a CMV at speeds exceeding the speed-restriction label of the tire                                                                        | 8        |
| 393.75G-LOAD   | Vehicle Maintenance | Weight carried exceeds tire load limit                                                                                                             | 3        |
| 393.75I1       | Vehicle Maintenance | Operating a CMV while weight carried exceeds tire rating due to under-inflation                                                                    | 3        |
| 392.4A-POS     | Drugs/Alcohol       | Driver on duty and in possession of a narcotic drug/amphetamine                                                                                    | 10       |
| 392.4A-UI      | Drugs/Alcohol       | Driver on duty and under the influence of, or using a narcotic drug/amphetamine which renders the driver incapable of safe operation               | 10       |
| 392.5A2-DETECT | Drugs/Alcohol       | Driver having any measured alcohol concentration, or any detected presence of alcohol while on duty, or operating, or in physical control of a CMV | 5        |
| 392.5A2-POS    | Drugs/Alcohol       | Driver having possession of alcohol while on duty, or operating, or in physical control of a CMV                                                   | 3        |
| 392.5A2-UI     | Drugs Alcohol       | Operating a CMV while under the influence of an intoxicating beverage regardless of its alcohol content                                            | 5        |
| 180.3          | Hazardous Materials | Falsely representing that a package meets a specification                                                                                          | 8        |

# NOVEMBER 2017 MONTHLY SAFETY MEETING MINUTES & ATTENDANCE RECORD

Company Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Date: \_\_\_\_\_ Time Started: \_\_\_\_\_ Time Finished: \_\_\_\_\_

Instructed By: \_\_\_\_\_ Number Attending: \_\_\_\_\_

**Subject Covered and Comments:**

1. Safety Issues: Replenishing Forklift Cylinders Cabinet and Pulling Gas Hoses \_\_\_\_\_
2. 12 New Violations That Could Affect Your CSA Scores \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**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

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