



LAMPTON-LOVE, INC.

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Date: November 9, 2018
To: All Branch Managers
From: Gene Maddox 
Safety Director
Subject: Branch Office Monthly Safety Meeting – November 2018

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 2018. You may add topics, but please document the following topics:

1. News Briefs!!! (Drivers Can Follow These Five Tips For Increasing Safety When Driving Through A Construction Zone)
2. Safety Meeting: (Odor Complaints, Gas Leaks, and Service Interruptions)

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)

Driver Can Follow These Five Tips For Increasing Safety When Driving Through A Construction Zone

Be it on the highways or the byways, roadwork is inevitable and something fleet drivers will encounter from time to time. Navigating around temporary barriers, orange cones and blinking lights can be dangerous. This is a good time to be reminded to drive with caution in construction zones.

Experts including attorneys from Friend, Levinson & Turner offer the following advice:

1. Slow down – a work zone means the road may be bumpy, and steering may be more challenging. Debris may fall near the vehicle. It’s also wise to slow down, so you have more time to react to other drivers who may attempt to speed through the work zone.
2. Follow directions – if there’s a person directing traffic at the work zone, be sure to respect that individual and follow direction. For example, don’t advance your vehicle until that official waves you on.
3. Turn on lights – this ensures that your vehicle can be seen by those ahead or behind you.
4. Be prepared to stop – always stay alert and expect the unexpected. You may have to suddenly come to a halt, so be prepared.
5. Never Tailgate – read-end collisions are the most common work zone crash. Stopping distance at 50 miles per hour is 300 feet. Simply put, you need more space between you and the care ahead of you.



NOVEMBER 2018 SAFETY MEETING

Odor Complaints, Gas Leaks, and Service Interruptions

A customer complaint about a gas odor requires prompt attention. A propane leak can exist for a long time without detection. To ensure against potential hazards or downtime, respond to propane odor reports swiftly, and follow your company policy for resolution.

FIELDING ODOR REPORTS:

- ◆ Use your company's policies and procedures when taking a customer odor/gas leak call. This will help you gather the information you need to determine the source and location of a possible leak, and help you give appropriate instructions to the customer.
- ◆ If the propane odor is detected inside a building, instruct the customer to immediately put out all smoking materials and other open flames; do not operate lights, appliances, telephones, or cell phones; shut off the gas if it is safe to do so; and leave the area.

AT THE CUSTOMER SITE:

The odor of propane suggests its presence, but cannot signify its concentration. Since you have no way of knowing the potential risk, always follow these precautions:

- ◆ Treat all leak reports as propane gas, until proven otherwise.
- ◆ Keep the area clear of open flames and electric sparks; do not turn on electrical switches, cell phones, or flashlights in the area.
- ◆ Use NFPA 54's three-minute leak test (www.nfpa.org), or your company's preferred leak-detection methods. Be aware of any other state and local guidelines that apply, and follow them accordingly.
- ◆ Once you have determined the source and extent of the leak, follow your company's policy and procedures for ways to remedy.

SERVICE INTERRUPTIONS AND REGULATIONS:

Propane delivery interruptions may occur when:

- ◆ Cylinders or containers undergo maintenance or when they are exchanged or repaired.
- ◆ Any changes are made to the gas distribution lines.
- ◆ There is a gas leak.
- ◆ There is an equipment failure or issue with customer payment.

Know the reasons and causes of a service interruption and respond appropriately. It is your job to respond promptly to a service interruption due to an appliance malfunction, a safety shutoff, or a pilot light shutoff.

NOVEMBER 2018
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Drivers can follow these 5 tips for increasing safety when driving through a construction zone _____
2. Odor Complaints, Gas Leaks, and Service Interruptions _____

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: _____

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