



LAMPTON-LOVE, INC.

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Date: November 2, 2021

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – November 2021

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 2021. You may add topics, but please document the following topics:

1. News Briefs!!! (Safe Driving Practices)
2. Safety Meeting: (Winter Footwear)

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)

Safe Driving Practices

Safe driving practices are a must for propane delivery drivers. Since your vehicle is larger and heavier than most other on-road vehicles – and you have a higher center of gravity – you need to know how to maintain vehicle control; drive safely; and manage accidents, breakdowns, or emergencies quickly.

DEFENSIVE DRIVING TIPS:

- 🔥 Before setting out, note any issues with your route, surrounding area, or weather conditions. Schedule appointments with these in mind.
- 🔥 Keep a safe following distance between you and the vehicle in front of you.
- 🔥 Understand how to accommodate load and suspension shifts and manage skids.
- 🔥 Check your blind spots often, keep your eye on other drivers by using your mirrors and use your lights or horn as needed to make other drivers aware of your presence.
- 🔥 Keep your vehicle well serviced to ensure proper tire pressure and condition.

BE COGNIZANT OF ROAD CONDITIONS:

Adverse weather and road conditions can be especially hazardous. Be alert and cautious as you manage your vehicle. When driving in poor conditions, remember to:

- 🔥 Clean the vehicle’s windows before heading out, and use your wipers and defroster as needed.
- 🔥 Turn on your headlights and marker lights.
- 🔥 Reduce speed, increase your following distance between vehicles, and pay close attention to other motorists.

ADDITIONAL WAYS TO REDUCE RISKS:

Combined with a high center of gravity, liquid surges and suspension shifts can cause changes in vehicle performance or loss of vehicle control, which could result in a rollover. To reduce risks:

- 🔥 **Distribute the weight of cargo evenly.**
- 🔥 **Monitor tire pressure and condition.** Excessive wear or improper inflation can increase risk. In case of a blow out, steer your vehicle in a straight line, then reduce power and gradually brake as you steer out of traffic lanes.
- 🔥 **Regain control of the vehicle before making any change in direction or speed.** Regain control of the vehicle before reducing speed, and then apply controlled braking. If possible, gradually maneuver completely off the road and onto the shoulder.
- 🔥 **Compensate for blind spots.** Larger vehicle size and higher center of gravity result in blind spots to the sides and rear. Check mirrors frequently, use turn signals, and maintain proper lane location. Consider blind spots whenever backing the vehicle to ensure your cylinder delivery vehicle or bobtail will not strike anything.

NOVEMBER 2021 SAFETY MEETING

HEALTH AND SAFETY WINTER READINESS 2020

WINTER FOOTWEAR

**A message from
Health and Safety**

Winter Footwear

Winter Readiness

Winter footwear must provide enough insulation to prevent cold exposure injuries, enough traction for the surface they will be used on and must protect against other hazards that may be present due to the task or work environment.

Snow and ice conditions—boots have an aggressive tread and sole patter for increased traction and can be paired with a traction aid to improve grip.

Wet conditions - boots made of waterproof and water resistant materials such as rubber, polyurethane or leather. Soft rubber soles will offer the best slip resistance in slippery conditions. A minimum 6" rise is required but a higher rise will provide additional warmth.

The following symbols identifies footwear certified to applicable standards.



When purchasing safety footwear remember each boot carries a variety of features, technology and protective attributes.

Listed below are five tips to serve as a guide for boot selection.

- 1 **Toe Protection** may be steel, alloy or composite. If you select steel toes be aware that steel adheres to outside temperatures and thick socks will help keep you warm.
- 2 **Slip-resistance** is very important when working in icy conditions. When selecting boots attempt to find high slip-resistance or oil resistance ratings.
- 3 **Metatarsal Guards** are used to protect the top of the foot from compression injuries.
- 4 **Breathability** of uppers should be considered when working in cold conditions. Footwear with less breathability will trap warmth.
- 5 **Water-resistance** should also be considered to prevent cold, wet feet.

Consider adding layers to protect your feet and toes by inserting a felt or wool liner, wearing one pair of thick socks or layering two pairs of thin socks.

If opting to wear two pairs of socks, the pair closest to your skin should be made of moisture-wicking fabric, then layer the second pair of wool or wool-blend over top.

Ensure that nothing feels too tight.
Tight footwear can decrease circulation.



For workers who stand for most of the day, especially on hard cold surfaces, fatigue can be a real problem. Muscles in the feet as well as the legs, back and other parts of the body grow tired. Boots that provide adequate cushioning and arch support can make you more comfortable and alleviate strain on muscles.

[illegible]

**NOVEMBER 2021
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD**

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments:

1. Briefs: Safe Driving Practices _____
2. Safety Meeting: Winter Footwear _____

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

Fax #:601-933-3417