



LAMPTON-LOVE, INC.

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Date: November 9, 2022
To: All Branch Managers
From: Gene Maddox, 
Kelly Meeks 
Safety Director
Subject: Branch Office Monthly Safety Meeting – November 2022

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 Mathis.** *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 2022. You may add topics, but please document the following topics:

1. News Briefs!!! (Electronic Logging Device (ELD) Exemption)
2. Safety Meeting: (Safety Alert: Flashback Burn)

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)

Electronic Logging Device (ELD) Exemption

THIS SHEET MUST BE PLACED IN EVERY TRUCK

Refer to your email from Kelly Meeks on November 3, 2022 regarding the attached document. This document is what is to be printed and placed in each truck!!



Safety Alert

November 2022

Accidents happen when we least expect them.

What we know:

An employee was cleaning/dusting a customer's wall mounted heater using compressed/canned air (duster). After spraying the duster into the heater, he gave it a few minutes and then attempted to light the pilot. As he attempted to use the electric igniter to light the pilot, he was flashed/burned on his face and eyebrows.

Many of you may currently use canned air (duster) for this same purpose. These are to no longer be used for cleaning if something has an ignition source.

It will just take a minute.

It will not happen to me.

I have always done it this way.

Flashback burn

Can use
this type



DO NOT USE!



Things to remember:

- Canned air is **highly flammable**. It's made of a gas that is compressed into a liquid and canned.
- **DO NOT** use canned air for cleaning inside heaters or appliances. If something has an ignition source (pilot), **do not** use canned air.
- Other options would be an electric or battery powered datavac duster or something similar or find a nonflammable alternative.

**NOVEMBER 2022
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: Electronic Logging device (ELD) Exemption _____
2. Safety Meeting: Safety Alert: Flashback Burn _____

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: _____

Date: _____

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

Gene Maddox/Kelly Meeks/Lynn Mathis

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