



LAMPTON-LOVE, INC.

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Date: October 8, 2014
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – October 2014

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 October 2014. You may add topics, **but please document the following topics:**

1. Safety Meeting: (Back and Lifting Safety)
2. News Briefs!!! (Sexual and Other Types of Harassment Training)

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

OCTOBER 2014 SAFETY MEETING

Back and Lifting Safety

With this safety meeting we want to identify various types of back injuries, why back pain happens and discuss the importance of practicing good lifting habits. Most back injuries can be prevented by practicing just a few simple techniques. Remember, sometimes it is too late to get it right the second time with respect to a back injury!

Along with the common cold, problems with the lower back are a frequent cause of lost work time injuries and worker's compensation claims. Everybody loses when you're injured, your company, your customers and most importantly you and your family. If you're lucky, your back injury will quickly and completely heal, but oftentimes a back injury stays with you for a lifetime.

Types of Back Injuries

Sprains and strains are the most common causes of lower back pain. Ruptured or slipped disks are not uncommon with severe back injuries. They occur when the disk (vertebral cushion) presses on a nerve. Chronic tension or stress can result in frequent muscle spasms and aggravate back pain. Remember also that "back pain" can result from problems with your internal organs such as kidneys, prostate gland and serious diseases. Don't fall into the trap of blaming all back pain on a back injury – it might not be! Your back can be injured by improper lifting of even light loads. Remember, lifting improperly light loads is the largest single cause of back pain and injury.

Why Back Pain Happens

Using improper lifting techniques can lead to back injuries, but other factors can contribute to this age-old problem. These problems include:

Poor Posture

Whether you're standing, sitting, or reclining, posture affects the amount of strain put on your back. The wrong posture increases strain on the back muscles and may bend the spine into positions that will cause trouble. Stand straight with your shoulders back and the "S" curve of your back directly over your pelvis.

Sit with your knees slightly higher than your hips. Your hips should be to the rear of the chair with your lower back not overly arched. Do not slouch or round your shoulders. Sleep on your side with knees bent or sleep on your back. Most experts encourage people to not sleep on their stomach. People that sleep on their sides should bend their knees slightly in a "fetal position". Consult your healthcare professional for specific help on sleeping.

Physical Condition

Your physical condition can lead to back pain. Overweight individuals place an additional strain on their back. One estimate states that every extra pound in the abdomen area places 10 pounds of extra strain on your back!

People who are out of shape also dramatically increase their chances for back injuries and pain. Eat properly and begin a routine of regular exercise. Consult your physician before starting any diet or exercise routine.

Stress is another factor that may lead to back pain. Stress can cause muscle spasms that affect your various nerve networks. Although stress is part of everyone's life, and a certain amount of stress is normal, excessive stress can cause backache. Balance your lifestyle and reduce activities that promote excessive stress.

Practice Good Lifting Techniques

Whenever possible, always enlist the aid of a mechanical device such as a hoist, conveyor, lift-gate or two-wheeler to lift and transport a load. However, sometimes it is necessary to load or unload by hand. When you do have to lift by hand, practice the following techniques:

1. Size up the load. Test the weight of the object before lifting. If it's too heavy, get help or use a mechanical lifting aid.
2. Bend the knees. Keep close to the object you're lifting, bend your knees and lift straight and smoothly. Allow your legs to lift the load, not your back.
3. Don't twist while lifting. If you must reposition your body, turn your entire body, don't twist your back!
4. Clear your path of travel. Ensure your travel path is clear of hazards and obstacles. Spilled oil or grease can cause you to lose your footing. Additionally, trash and debris can cause you to stumble.
5. Set the load down properly. When it's time to lower the load again, bend at the knees, letting your legs do the work. Keep your back as straight as possible.
6. Push, don't pull! When moving an object on the floor, typically it's better to push the load not pull it. Pushing puts less load and strain on the back. Minimize as much as possible any pulling or pushing of objects. Use mechanical aids!

Plan Ahead

Planning ahead makes sense. Size up your lifting needs and determine if additional manpower or mechanical aids are needed. Long or oddly sized objects can cause problems with balance or negotiating through hallways or doorways. Use two people for these jobs. Without planning ahead, you might get yourself into trouble and injure your back and destroy valuable property. When in doubt, get extra help!

When a Serious Back Injury Occurs

If you sustain a minor back injury, simple care and bed rest will probably allow the pain to go away in a brief period of time. If it doesn't, or it is accompanied by weakness or numbness in the lower limbs, you should see your doctor. Treatment may consist of bed rest, cold or hot packs, traction, physical therapy, or muscle-relaxing drugs. Serious injuries could result in the need for surgery.

Work at Protecting Your Back

By using common sense, you can help keep your back out of trouble. Every time you think about lifting, think defensively about your back health and the possibility of a back injury.

Follow good lifting techniques, not only at work, but also at home. Remember to:

1. Plan ahead.
2. Get help for heavy objects.
3. Never twist or turn while carrying an object.
4. Make sure your walking path is clear and safe.
5. Lift with your legs, not your back.
6. Use a proper posture when standing, sitting or reclining.
7. Follow a sensible diet and exercise program.
8. Report all workplace-related back injuries to your supervisor as soon as possible.

NEWS BRIEFS!!!

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

Sexual and Other Types of Harassment Training

For this month’s new briefs, we want to review our Harassment Policy. We want every employee to attend this Safety meeting and sign the Acknowledgement sheet at the back of the training information plus sign the safety meeting attendance sheet. Once both sheets have been signed after you have held your safety meeting, please e-mail or fax to me (Gene) or Lynn.

Lampton-Love, Inc., Group of Affiliated Companies has established a zero-tolerance standard for any type of harassment. As an equal opportunity employer, Lampton-Love, Inc., Group of Affiliated Companies is committed to providing all of its employees with a workplace that is free of harassment.

This includes sexual harassment as well as verbal, physical, or psychological harassment due to race, color, religion, sex, national origin, disability, age, or any other protected characteristic under state or federal law.

Lampton-Love, Inc., Group of Affiliated Companies shall follow all applicable state and federal (Equal Employment Opportunity Commission) laws in prohibiting sexual harassment or harassment of any type, in our workplace and while performing any and all work-related duties.

Lampton-Love, Inc., Group of Affiliated Companies defines its workplace as not being limited to a Lampton-Love, Inc., Group of Affiliated Companies facility, and includes all company functions (on- and off-site), business travel, vendor locations, customer locations, and any other location where Lampton-Love, Inc., Group of Affiliated Companies business is conducted.

This policy applies to all Lampton-Love, Inc., Group of Affiliated Companies employees and all non-employees with whom a Lampton-Love, Inc., Group of Affiliated Companies employee may come into contact with during the daily performance of his/her job, including:

- Customers,
- Visitors,
- Suppliers,
- Vendors,
- Contractors,
- Temporary employees, and/or
- Other individuals.

It is further understood that any of these individuals may be a victim or a violator under this Lampton-Love, Inc., Group of Affiliated Companies policy.

ALL NEW EMPLOYEES SHALL RECEIVE THIS TRAINING WITHIN 15 DAYS OF HIRE DATE.

ANY EMPLOYEE THAT IS FOUND IN VIOLATION OF THIS POLICY SHALL BE SUBJECT TO DISCIPLINARY ACTION UP TO AND INCLUDING TERMINATION.

SEXUAL and OTHER TYPES of HARASSMENT PROCEDURES

Lampton-Love, Inc., Group of Affiliated Companies' sexual and other harassment procedures have been developed to achieve several goals.

They include:

- To clearly define sexual and other types of harassment;
- To ensure all Lampton-Love, Inc., Group of Affiliated Companies employees are trained and provided periodic retraining on sexual and other types of harassment issues;
- To make sure all Lampton-Love, Inc., Group of Affiliated Companies employees understand that the company will not tolerate any sexual or other form of harassment;
- To make sure all Lampton-Love, Inc., Group of Affiliated Companies employees understand that violators of this policy may be subject to disciplinary action, up to and including termination of employment; and
- To ensure employees understand they will not be subject to retaliation or discipline for reporting or complaining of any type of harassment.

Definition of Sexual Harassment

According to the EEOC guidelines, sexual harassment is a form of discrimination prohibited by Title VII of the Civil Rights Act. It can include several forms, including unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature (including same-sex harassment) when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as either the basis for, or a factor in, an employment decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Conduct and Behavior Which May be Considered Sexual Harassment

Lampton-Love, Inc., Group of Affiliated Companies expects each employee to exercise sound personal judgment concerning the possible effects on others of his/her actions - specifically but not limited to personal behavior and language.

Inappropriate, unacceptable, or offensive behavior and language that could be considered sexual harassment may include:

- Unwelcome or unwanted sexual advances. This means patting, pinching, hugging, cornering, kissing, fondling, brushing up against, or any other similar physical contact considered unacceptable by another individual.
- Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequences concerning one's employment status or advancement opportunity.
- Verbal abuse (even if intended as kidding) that is of a sexual nature and considered unacceptable or offensive by another individual. This includes graphic comments about an individual's body or appearance, sexually degrading words to describe an individual, or

- telling sexually graphic jokes or stories that may be offensive to others.
- Engaging in unwanted sexually oriented conduct with someone that interferes with his/her work activities or performance.
- Creating a hostile, offensive, or intimidating work environment. This includes the display in the workplace of sexually suggestive objects, materials, or pictures.

Conduct and Behavior Which May Not be Considered Sexual Harassment

Normal, courteous, mutually respectful, non-coercive conversations and interactions between employees, customers, visitors, suppliers, vendors, contractors, temporary employees, and/or other individuals that are acceptable to both parties may not be considered sexual harassment.

Isolated comments of a sexual nature, while possibly objectionable, are not necessarily sexual harassment.

Furthermore, as a general rule, conduct between consenting parties, or actions arising out of current personal or social relationships where there is no coercion involved, may not be viewed as sexual harassment.

Conduct and Behavior Which May be Considered Harassment

Lampton-Love, Inc., Group of Affiliated Companies is committed to creating an environment that is free of all forms of harassment - both verbal and nonverbal. Language and personal behavior that could be considered harassment (other than sexual) may include:

Verbal Harassment

- Telling offensive (ethnic or religious) jokes, taunting, or mimicking others.
- Making disparaging or derogatory comments or remarks that perpetuate stereotypes about a protected individual or group.
- Directing denigrating slurs, epithets, insults or comments towards a protected individual or group.
- Making verbal threats of physical violence, intimidating other employees, or making harassing phone calls.

Non-Verbal Harassment

- Displaying offensive, derogatory, inappropriate, or other graphic materials in common areas.
- Segregating or discriminating against an employee or co-worker.
- Physically assaulting, abusing, or threatening specific employees or co-workers.

Complaint Reporting

Any Lampton-Love, Inc., Group of Affiliated Companies employee believing he/she has been the victim of sexual or other harassment should report the complaint/incident or alleged discrimination without fear of retaliation.

Lampton-Love, Inc., Group of Affiliated Companies encourages all employees to report any sexual or other harassment situation as promptly as possible.

The report should be made to:

- The employee's immediate supervisor; or
- Company President, Vice President, Risk Manager or Safety Director, if the complaint involves the employee's immediate supervisor, or
- Any management individual with whom the employee feels comfortable.

Conduct and Behavior in Customer's Home or While on Customer's Property

Lampton Love, Inc., Group of Affiliated Companies expects our employees to present themselves in a professional manner any time they are at a customer's location. Recognizing that the relationship between the company and the customer is paramount to our very existence, the following applies:

- We shall conduct ourselves in a professional manner at all times.
- We shall follow all applicable codes and regulations when performing our assigned duties at the customer location.
- We shall explain any company procedures or regulations that the customer has questions about in a non-degrading or non-offensive manner.
- We shall avoid any unwelcome or unwanted sexual advances, including patting, pinching, hugging, cornering, fondling, or any other physical contact that is unacceptable by other individuals.
- We shall not engage in any verbal abuse (even if intended as kidding) that could be considered offensive by other individuals. This includes graphic or degrading comments about an individual's body or appearance, sexual degrading words to describe an individual, or telling graphic jokes or stories that may be offensive to others and profanity in general.
- We shall not display any sexually suggestive objects, materials, or pictures that could be offensive to others.
- Generally all the rules of our Harassment Policy apply at the customer's home and property.

Investigation Procedures

All complaints will be promptly and thoroughly investigated by President, Vice President, Risk Manager and Safety Director, who will conduct a fair and impartial investigation.

The investigator shall discuss the complaint with both parties, and shall question all employees who may have knowledge of either the actual incident or similar situations. The complaint, investigative steps and findings, and disposition shall be documented.

Complaints shall remain confidential except where circumstances arise in which others may have a need to know.

When the investigation is complete, the Company President, Vice President and Risk Manager shall recommend any appropriate corrective or disciplinary action to Vice President and Regional Managers. Results of the investigation and any recommended corrective or disciplinary action shall be communicated to the individual who filed the complaint.

If the investigation reveals that an employee has engaged in harassment, that individual shall be subject to disciplinary action up to and including termination.

An employee who is dissatisfied with the resolution of a complaint should discuss the matter with President, Vice President, or Risk Manager who will review the matter and determine whether additional action is justified or warranted.

Complaints of Harassment against Non-Employees

Any Lampton-Love, Inc., Group of Affiliated Companies employee who feels that he/she has been harassed by a non-employee while performing normal work-related duties or during a normal workday, or at a Lampton-Love, Inc., Group of Affiliated Companies function, should report the incident to his/her immediate supervisor or other Lampton-Love, Inc., Group of Affiliated Companies management personnel as soon as possible. Lampton-Love, Inc., Group of Affiliated Companies management personnel are expected to assess the situation and take prompt and appropriate action.

An employee who is dissatisfied with the resolution of a complaint against a non-employee should discuss the matter with President, Vice President, Risk Manager and/ or Safety Director, who will review the matter and determine whether additional action is justified or warranted.

Other Related Information

Lampton-Love, Inc., Group of Affiliated Companies will not tolerate any form of retaliation towards employees who come forward with any type of harassment complaints. Any retaliation incidents should be reported to your immediate Supervisor.

Any Lampton-Love, Inc., Group of Affiliated Companies employee who presents a knowingly false or frivolous claim that is proven to be untrue could be subject to civil repercussions from the falsely-accused party.

SEXUAL and OTHER TYPES of HARASSMENT TRAINING

ACKNOWLEDGEMENT OF RECEIPT

I, _____, knowledge that I have attended and did receive a copy of the Sexual and Other Types of Harassment Training from Lampton-Love, Inc., Group of Affiliated Companies. Furthermore, I agree that I do understand and will abide by all aspects of this Training.

Employee Signature

Date

Manager Signature

Date

OCTOBER 2014 SAFETY MEETING 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: _____

E-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