



LAMPTON-LOVE, INC.

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Date: October 9, 2015
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – October 2015

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 2015. You may add topics, **but please document the following topics:**

1. News Briefs!!! (Driving In an Emergency Situation)
2. Safety Meeting: (Mobile Crane Safety)

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

NEWS BRIEFS!!!

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

Driving in an Emergency Situation

In the past few months we have had several speeding incidences where the driver said that he had received a call and felt like it was an emergency; which it could have very well been. The driver used this reason to drive well over the posted speed limit. Billy reported the high speed to Rusty and the appropriate manager.

There are a couple of things that we need to understand about speeding when on an emergency call;

- ◆ Our vehicles are not considered “Emergency Vehicles”; they are not equipped with all of the emergency lights and sirens that are needed to alert other vehicles that you are headed to an emergency.
- ◆ In most cases, if you are speeding and get stopped, chances are, you are going to receive a citation, unless you prove beyond a shadow of a doubt that the emergency is a life or death situation.
- ◆ Even if you have your emergency flashers on, that does not make it okay for you to speed; the flashers only let other vehicles know that you have an emergency and hopefully they will give you the right-of-way.

If you have an emergency situation and someone needs a quick response, it would be best that 911 is called to respond.

OCTOBER 2015 SAFETY MEETING

Mobile Crane Safety

For this month's safety meeting, employees are to view the training video entitled "Mobile Crane Safety". It is located on the company website as follows:

After the manager's login

Videos

Mobile Crane Safety

Each employee will need to confirm their viewing of the video on the sign-in sheet enclosed and should be returned along with the Monthly Safety Meeting Minutes and Attendance Record.

**OCTOBER 2015
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: _____

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

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
Mobile Crane Safety**

MOBILE CRANE SAFETY

Company Name: _____

Date: _____ Manager: _____

**I HEREBY CERTIFY THAT I HAVE REVIEWED THE MOBILE CRANE SAFETY
VIDEO TRAINING;**

EMPLOYEE NAME and JOB TITLE
(please print)

EMPLOYEE SIGNATURE

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____
