



LAMPTON-LOVE, INC.

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Date: October 6, 2016
To: All Branch Managers
From: Gene Maddox *gm*
Safety Director
Subject: Branch Office Monthly Safety Meeting – October 2016

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 October 2016. You may add topics, but please document the following topics:

1. News Briefs!!! (Extension Cords in General Industry: How you can and can't use them)
2. Safety Meeting: (Filling Cylinders as Required by Your State)

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)

Extension Cords in General Industry: How you can and can’t use them

Extension cords are a common sight in most workplaces. Sometimes the use conforms to the OSHA requirements, sometimes it violates the requirements.

Acceptable uses

There are only 12 acceptable uses for extension cords, as spelled out in 1910.305(g)(1).

1. Pendants;
2. Wiring of fixtures;
3. Connection of portable lamps or appliances;
4. Portable and mobile signs;
5. Elevator cables;
6. Wiring of cranes and hoists;
7. Connection of stationary equipment to facilitate their frequent interchange;
8. Prevention of the transmission of noise or vibration;
9. Appliances where the fastening means and mechanical connections are designed to permit removal for maintenance and repair;
10. Data processing cables approved as a part of the data processing system.
11. Connection of moving parts; and
12. Temporary wiring as permitted in 1910.305(a)(2), which includes remodeling, maintenance, or repair; for Christmas decorative lighting, and similar purposes; or for experimental or development work and during emergencies and construction-type work when 600 volts, nominal or less. (Temporary electrical installations of more than 600 volts may be used only during periods of tests, experiments, emergencies, or construction-like activities.)

Prohibited uses

Flexible cords and cables may not be used:

- ◆ As a substitute for the fixed wiring of a structure;
- ◆ Where run through holes in walls, ceiling, or floors;
- ◆ Where run through doorways, windows, or similar openings;
- ◆ Where attached to building surfaces;
- ◆ Where concealed behind building walls, ceilings, or floors; or
- ◆ Where installed in raceways, except as otherwise permitted in this subpart.

OCTOBER 2016 SAFETY MEETING

Filling Cylinders as Required by Your State

As a multi-state marketer, we are all aware that each state's LP Gas Board or Commission has adopted different rules and regulations for dealers in any given state are required to abide by. All states that we service, work out of NFPA 54 and 58; some have adopted newer additions of the code books where other states work out of older code books. Some states have made amendments to the code book they work from which becomes law for that state. Knowing this, we as multi-state dealers have to make sure, that we as managers, know, teach and train our employees the rules and regulations that apply to the state we operate in.

In stating the above, we have recently had some issues in a couple of states pertaining to filling DOT Cylinders, more so on forklift cylinders than domestic cylinders.

In this safety meeting we are going to cover the cylinder filling requirements for each state. For states that work out of NFPA 58, you will find attached information copied out of the code book that is required to correctly fill cylinders. For states that have amendments to NFPA 58, the rules of the amendments will be attached.

ALABAMA

See attached Instructions for Filling – 530-X-2-.04, A thru E

Also see copy of required decal that has to be posted at your filling stations.

taken to bring the meter into compliance with state regulations. The affected meter equipment should be brought into compliance within 30 days after the Board has been notified of the broken seal. If the meter has not been resealed within thirty (30) days after the Board received its first notification of the broken meter seal, the Board administrator shall determine if proper action has been taken to reseat the meter. If proper action has been taken, the Board administrator may then authorize a limited extension of time to reseat the meter.

(5) The expense or expenses of said services shall be borne by persons, firms or corporations affected by this rule.

Authors: Leonard Pakruda, Robert E. Reed

Statutory Authority: Code of Ala. 1975, §9-17-105.

History: Filed September 13, 1982. **Amended:** Filed

April 4, 1985. **Amended:** Filed July 8, 2016; effective

August 22, 2016.

530-X-2-.04 Procedures For Liquefied Petroleum Gas Filling

Stations. DOT cylinders with a water capacity of less than 250 pounds shall be charged at cylinder filling plants or from mobile units specially designed and equipped for cylinder filling as specified in this regulation.

(a) All DOT cylinders of less than 250 water pound capacity shall be charged by weight only except those cylinders into which is dispensed fuel for motor fuel purposes used on the premises and not transported in commerce as defined by Code of Federal Regulations Title 49.

(b) All retail off-premises cylinder filling stations shall be plainly marked as follows:

Name of LP-Gas Station Owner
Board License or Permit Number
Emergency Telephone Number

(c) It shall be the responsibility of permit holders to ensure that only trained, qualified personnel fill LP-gas cylinders or containers.

Personnel filling cylinders shall deny service to any customer refusing or lacking the means to transport a cylinder(s) in accordance with LP-Gas codes adopted by the Alabama LP-Gas Board.

(d) All LP-gas motor fuel filling stations shall have a sign displayed that is legible and in plain view of the general

public. The sign shall read, "All motor vehicles licensed in Alabama that use LP-gas as a motor fuel are required by law to have displayed, a current LP-gas motor fuel decal purchased through the Alabama LP-Gas Board. The price of the decal covers the Alabama Motor Fuel Tax for the year of issuance. Operation of an LP-gas powered vehicle licensed in Alabama, upon the public roads and highways of Alabama, without the required decal constitutes a Class B misdemeanor (Code of Ala. 1975, Section 40-17-161).

(e) Mobile units specially designed for cylinder filling must be equipped as follows:

1. The mobile unit must be equipped with a single delivery hose not exceeding twenty-five (25) feet in length.

2. There must be an excess-flow valve installed at the delivery hose-to-pipe connection with a flow rate not exceeding twenty-five (25) gallons per minute.

3. For the filling of other than motor fuel cylinders, properly functioning scales must be present for use.

4. All electrical wiring and components must comply with NFPA 70 National Electrical Code or Code of Federal Regulations Title 49 (CFR 49), whichever is applicable.

5. Points of transfer must be in compliance with the edition of NFPA 58 LP-Gas Code currently adopted by the board.

Authors: Leonard Pakruda, Mark Nelson

Statutory Authority: Code of Ala. 1975, §9-17-105, as amended.

History: Filed September 13, 1982. **Amended:** Filed October 2, 1986. **Amended:** Filed May 12, 2010; effective June 16, 2010. **Amended:** Filed July 2, 2014; effective August 6, 2014. **Amended:** Filed October 9, 2015; effective November 13, 2015.

530-X-2-.05 Reporting Incidents/Vehicle Accidents/Complaints.

(1) Alabama L-P Gas Board permit holders are directed and required to report to the board the following:

(a) Fires and explosions in structures equipped with an LP-gas system operational at the time of the incident or incidents involving any uncontrolled release of LP-gas must be reported to the Alabama LP-Gas Board. Upon discovery, the permit holder shall report such incidents by telephone communication

All motor vehicles licensed in Alabama that use LP-gas as a motor fuel are required by law to have displayed, a current LP-gas motor fuel decal purchased through the Alabama LP-Gas

Board. The price of the decal covers the Alabama Motor Fuel Tax for the year of issuance. Operation of an LP-gas powered vehicle licensed in Alabama, upon the public roads and highways of Alabama, without the required decal constitutes a Class B misdemeanor.
(Code of Alabama, 1975 Section 40-17-161)

OCTOBER 2016
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments:

1. Extension Cord in General Industry: _____
 2. Filling Cylinders as Required by Your State _____
- _____
- _____
- _____

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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