



LAMPTON-LOVE, INC

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Date: October 16, 2018

To: All Branch Managers

From: Gene Maddox
Safety Director 

Subject: Branch Office Monthly Safety Meeting – October 2018

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 2018. You may add topics, but please document the following topics:

1. News Briefs!!! (Safe Driving Practices; Tips for Rail Crossings; Fall Driving Tips)
2. Safety Meeting: (Complete Combustion and Carbon Monoxide)

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 the case of a blowout, 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.

Tips for Rail Crossings

When your vehicle runs over and crushes a soda can, it's due to a 4,000-to-1 weight ratio. That's the exact same weight ratio of a moving freight train striking your vehicle. Clearly a collision at a rail crossing is significantly more likely to be fatal than a collision elsewhere. What's more, data shows that every three hours in America, a train hits either a person or a vehicle – with many of those incidents occurring at grade crossings.

The Illinois Chapter of Operation Lifesaver and the National Safety Council offer the following advice for staying safe when driving near and around railroad crossings:

- ◆ Never try to beat a train: freight trains can take over a mile to fully stop.
- ◆ Slow down: never speed over the grade in an attempt to get the vehicle airborne.
- ◆ Be aware: expect a train on any track at any time of the day or night.
- ◆ Never stop on the tracks: if the lights begin to flash as you are crossing the tracks continue across.
- ◆ Never drive around gates: wait until the gates are raised, the lights stop flashing and it is clear in both directions to cross.
- ◆ Stay alert: if there are two or more tracks, watch out for a second or third train.
- ◆ Beware of other drivers: watch for vehicles, such as buses, that are required to stop at crossings.
- ◆ Use extra caution at night: and also in bad weather when visibility may be compromised.
- ◆ Use all of your senses: always look and listen. Use common sense.
- ◆ Never put yourself in an unsafe position: if your car ever stalls on the tracks, get out. Find the blue sign posted that identifies the crossing number, and call the railroad so that trains in the vicinity can be alerted as soon as possible.
- ◆ All DOT vehicles must stop at R/R crossings.

Fall Driving Tips for All Drivers

Winter gets the bad reputation for difficult weather-related driving conditions, and while it's well deserved, fall has some surprisingly difficult driving challenges as well. Hot and cold weather, extra rain, possible snow, slick fallen leaves and more turn fall driving into a bit of a dicey experience. Arm yourself with these tips, and look forward to a smooth driving season.

Watch out for deer

There's a reason deer hunting season spans over fall and winter in most states. At this time of year, deer are going through their prime mating season. Young deer, males especially, are known to act erratically at this time, seemingly throwing their usually cautious nature to the wind. This increased movement makes it easier to track them, but unfortunately it also makes it easier to collide with them on the road.

There are three key points to remember if you encounter a deer on or near the road:

1. Slow down and watch out: deer are rarely alone, and there are often more than one of them crossing the street at a time. TIP: some drivers will signal if they've seen a deer in a certain area by flashing their high beams to oncoming traffic. If you notice another driver do this, drive slowly and carefully through the area, especially if you're in or at the edge of wooded areas.
2. Do not swerve to avoid hitting a deer. The best method is slowly but firmly step on the brakes. Keeping control of your vehicle is key. Deer cause many accidents by causing inexperienced drivers to overcorrect when trying to avoid hitting the animal. Overcorrecting can have deadly consequences as often the only other directions your vehicle can go are off the road or into oncoming traffic.
3. Always exercise caution while driving at dawn or dusk. Deer are most active at this time. Deer also tend to congregate in fields at the edge of woods, in meadows or other partially wooded areas. Take special caution when driving at these times or in these settings.

Don't brake on leaves

In fact, it's wise to avoid any sudden shift in momentum or direction while driving over leaves. Wet or decomposing leaves can be as slick as ice; they decrease the friction between your tires and the road, making it easier for your vehicle to spin out of control.

Fallen leaves can also obscure lane lines and other markers on the road. Be attentive and make an effort to be aware and keep to your designated lane when driving. Also keep an eye out for stop signs, as their signature red color is less distinct against similar fall colors.

Plan ahead for the weather

Fall brings many of us a taste of every kind of weather our climate has to offer. At this time of year, the rising and setting sun aligns almost perfectly with east and westbound roads, treating drivers to difficult glare. Rain also tends to be more abundant in the fall, so remembering rain

safety and etiquette (if your wipers are moving, your headlights should be on) is important. Finally, as temperatures dip, bridges and other similarly exposed roadways are prone to freezing and must be navigated with care.

Grab some good sunglasses, stock up with new wipers and rain repellent for your windshield, and drive with care over raised roads.

Prepare the car for travel

The late summer heat can take a toll on any vehicle, and with alternatively severe weather on the horizon, preparing the care for fall travel is essential. These are the basics:

Test the car's battery

Hot weather can severely strain a car's battery, and cold weather isn't much better. As fall is a time during which much of the country experiences drastic temperature changes daily, consider being proactive in testing your car's battery and buying a replacement if necessary.

Get an oil change

Engine oil should be replaced at the recommended intervals stated in the vehicle owner's manual. You should check the vehicle's oil level on a monthly basis.

Inspect tires

Warm weather adds pressure to tires, which could lead to a blowout. Inspecting the vehicles tires on a regular basis, could help to prevent an issue.

Use a tire gauge to check the tire pressure in all four tires and the spare at least once a month. Check to make sure that the tires are set to the manufacturer's recommended tire pressure.

Maintain fluid levels

If your vehicle lacks appropriate fluid levels, there's a chance the car may break down. Maintaining proper fluid levels can also add thousands of miles to the life of the car. Check the following systems:

- ◆ Engine
- ◆ Transmission
- ◆ Radiator/cooling system
- ◆ Brakes
- ◆ Battery
- ◆ Window washer
- ◆ Air conditioner

Fall driving raises challenges for drivers of all ages and experience levels. Remember to drive carefully, be patient and always be alert. Set a positive example for other drivers on the road, and for young drivers in your family, by following these tips.

OCTOBER 2018 SAFETY MEETING

Complete Combustion and Carbon Monoxide

The efficient combustion of propane requires a ratio of 1 part propane to 24 parts air. If this ratio is off or equipment is not working properly, propane may not combust completely. Incomplete combustion can be dangerous. It is your job to understand how to detect incomplete combustion and respond swiftly.

Signs of Incomplete Propane Combustion:

- ◆ Excessive water vapor – can be harmful to appliances' venting systems.
- ◆ Soot – potentially damaging to property.
- ◆ Aldehydes – Toxic gas detectable by a sharp, penetrating odor, a metallic mouth taste, or a burning sensation in the nose and eyes.

If any of these are present, follow your company's guidelines for action.

Incomplete combustion may also result in the release of carbon monoxide.

Some propane companies handle carbon monoxide detection, while others refer calls to the fire department. If your company does address these issues, use the following guidelines:

When to Check for Carbon Monoxide at Customer Locations:

Carbon monoxide (CO) can be deadly. However, because CO is odorless and colorless, it can be difficult to detect. Check for CO if any of the following conditions exist:

- ◆ A customer complains of chronic headaches or nausea.
- ◆ Houseplants are dying.
- ◆ There is a chronic odor and the source or cause cannot be located.
- ◆ Excessive water vapor forms on cool surfaces in the house.
- ◆ The odor of aldehydes is present.

Using Portable CO Detectors:

If your company provides portable CO detectors, it is important that you are trained in their use. Always follow manufacturer instructions. Keep in mind:

Portable CO detectors should be at or close to room temperature before testing the air. Samples should not be taken if the air temperature is above 125°F. Thus, it may not always be possible to check flue gases directly without additional equipment.

Places to Check for Carbon Monoxide:

Always test different areas in the house or building to determine the highest CO level. Tests for CO should occur:

- ◆ In the air at head height
- ◆ Near gas appliances
- ◆ Close to heating ducts
- ◆ Near appliance diverters and fire doors on appliances in basements or utility rooms

If an appliance is suspected as the source of CO, it may be turned off before your arrival. Take readings before it is restarted, 1-2 minutes after it is restarted, and 15 minutes after it has been on to ensure accurate CO detection.

OCTOBER 2018
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. A. Safe Driving Practices; B. Tips for Rail Crossing; C. Fall Driving Tips _____
2. Complete Combustion and Carbon Monoxide _____

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.

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

Instructor's Signature: _____

Gene Maddox/Lynn Eldridge

Date: _____

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