



LAMPTON-LOVE, INC.

P.O. BOX 1607 • JACKSON MISSISSIPPI 39215-1607
2950 Layfair Drive • Flowood, Mississippi 39232-8822
(601) 933-3400 • Fax (601) 933-3420

Date: October 11, 2023

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – October 2023

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 a copy to Lynn Mathis or LLSafety@lamptonlove.com. Please keep the original for your records.**

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are 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 2023. You may add topics, but please document the following topics:

Preventing Dog Bites

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!!!



Thank you!

PROPANE
EXCEPTIONAL ENERGY

OCTOBER 2023 SAFETY MEETING

Preventing Dog Bites

Dogs are the most popular type of pet and although most are harmless, they can be a nuisance/inconvenience for us at times. We have had 3 incidents this year involving dogs. It's important for us to have the proper tools & training to prevent injury if we encounter an unpleasant dog.

Each branch should keep a record indicating which customers are known to have dogs and notify homeowners in advance (when possible) when an employee is going to be at the property so they can take steps to contain/secure the dog(s). We ask that you discuss this with all employees.

Dog spray/repellent is the preferred force to use if a dog is advancing forward/charges you. Dog spray/repellent is portable and can help prevent attacks without harming the dog. Each branch will be receiving 6 cans in the mail to give to each driver and service tech. If you need more or would like the link to reorder, contact Kelly.

If a dog is growling, has its ears pulled back, or staring intensely, avoid making eye contact, leave and reschedule the visit. Use your judgement!

No job is more important than your safety!

**OCTOBER 2023
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD**

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments: Safety Meeting:

Preventing Dog Bites

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. to:

Kelly Meeks/Lynn Mathis -- LLSafety@lamptonlove.com

P. O. Box 1607, Jackson, MS 39215-1607

Fax #:601-933-3417