



LAMPTON-LOVE, INC.

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Date: September 9, 2014
To: All Branch Managers
From: Gene Maddox *gm*
Subject: Branch Office Monthly Safety Meeting – September 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 September 2014. You may add topics, **but please document the following topics:**

1. Safety Meeting: (Fire Extinguishers – Part 2)
2. News Briefs!!! (Fighting Fatigue, What New Workers Need to Know)

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

SEPTEMBER 2014 SAFETY MEETING

Fire Extinguishers Part 2

In the August Safety Meeting, we covered Part 1 of the Fire Extinguisher Training; this is Part 2 of the Training;

Fire safety should be a major concern of all propane employees. It is important that employees be properly trained in the use of extinguishers before an incident occurs. Occupational Safety Health Act (OSHA) requirements state that employees must have fire extinguisher training yearly. As a continuation of August 2014 Safety Meeting, this month we will cover the proper selection and use of a portable fire extinguisher.

Selection of the proper fire extinguisher depends on numerous factors:

- ◆ Classification of the burning fuel (covered last month)
- ◆ Rating of the extinguisher
- ◆ Hazards to be protected
- ◆ Severity of the fire
- ◆ Any life hazard or operational concerns

While the operating procedures of each type of extinguisher are similar, you should become familiar with the instructions found on the extinguisher at your facility or on your vehicle. Before using the extinguisher, do a quick check to assure that it is charged and operable. Such a check may protect you from injury caused by a defective extinguisher. Your quick inspection should include:

- ◆ External condition – no apparent damage
- ◆ Hose/nozzle in place
- ◆ Pressure gauge in operable range

When it becomes necessary to use an extinguisher, do not panic and follow these guidelines:

- ◆ Have someone call the fire department – DO NOT delay the call!
- ◆ Pull the safety pin at the top of the extinguisher breaking the plastic or thin wire seal in the process
- ◆ Approach flames from the windward side (wind at you back)

- ◆ Point the nozzle or horn in a safe direction and discharge a short burst to ensure proper operation. If the hose is clipped to the extinguisher body, release it before discharging the agent.
- ◆ Carry the extinguisher to within stream reach of the fire. Smaller extinguishers require a closer approach to the fire than larger units. Be aware that radiant heat may prohibit you from getting close enough for the agent to reach the fire. Adverse winds can also limit the reach of the agent. As a rule of thumb, 20lb dry chemical extinguishers can have a reach of up to 20 ft.
- ◆ Aim the nozzle or horn toward the material that is burning.
- ◆ Squeeze the carrying handle and the discharge handle together to start the flow of agent. Release the handle to stop the flow.
- ◆ Sweep the nozzle back and forth at the base of the flames to ensure full coverage by the extinguishing agent until the fire is extinguished. Start at the rear edge of the fire and move forward while sweeping the nozzle from side to side. Do not plunge dry chemical into flammable liquid fires.
- ◆ Watch for smoldering hot spots or possible reigniting of flammable liquids. Make sure that the fire is out and be prepared to reapply agent if reigniting occurs.
- ◆ Back away from the fire area

Some other procedures to remember are

- ◆ If extinguishment is not achieved after an entire extinguisher has been discharged onto the fire, withdraw and reassess the situation.
- ◆ If more than one extinguisher is being used simultaneously, employees must work in unison and maintain a constant awareness of each other actions and positions.
- ◆ After extinguishers are empty, lay them on their sides. This procedure will signal incoming firefighters that they are empty and reduce the chance of someone taking one and approaching a fire with an empty extinguisher.
- ◆ Rule of thumb, a 20lb. dry chemical extinguisher will have about 25 seconds of discharge time.
- ◆ ABC rated fire extinguishers are acceptable to replace a BC rated unit.

Know your limitations and the limitations of your equipment. Never extinguish a propane fire unless the flow of the product can be shut off. Some fires may overpower your extinguisher. These are losers. There is an old saying: "Risk little to save little, risk a lot to save a lot."

NEWS BRIEFS!!!

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

Fighting Fatigue

Fatigue is the condition of being physically or mentally tired or exhausted. Extreme fatigue can lead to uncontrolled and involuntary shutdown of the brain. Here are some things to look for in your coworkers to help identify fatigue. Everyone needs your help, because in most cases, people who are under significant fatigue can't identify it themselves. These include:

- ◆ Job Performance Slows
- ◆ Difficulty solving problems
- ◆ Involved in a near-miss incident
- ◆ Droopy head
- ◆ Job quality is reduced
- ◆ Prone to errors
- ◆ Trouble focusing
- ◆ Constant yawning

Fortunately, there are ways to fight fatigue:

- ◆ Get eight hours of sleep before work
- ◆ Take all scheduled work breaks
- ◆ Seek medical help for any sleep disorders
- ◆ Avoid caffeine, alcohol and cigarettes; these substances cause sleep disturbances
- ◆ Establish a regular sleeping pattern
- ◆ If sleeping during the daytime find a cool dark and quiet location. Use earplugs, soft music or a fan if needed
- ◆ Eat a well-balanced diet and avoid eating great quantities before bedtime.
- ◆ Walking and stretching are forms of exercise that will help give you stamina and help you fall asleep later.

When you are fatigued you will make errors in judgment. Your mind and eyes can be off task and you can make a critical error.

What New Workers Need to Know

Whether you are hiring permanent employees or temporary workers, you need to make sure new workers are prepared to work safely from the start.

Before beginning work, new workers need to be familiar with:

- ◆ **Safety rules and policies.** Make sure workers know and understand all safety rules at your facility.
- ◆ **Potential hazards.** Walk through the work area and point out important hazards and the measures new workers should take to protect themselves, including a review of the personal protective equipment (PPE) required.
- ◆ **Emergency procedures.** New workers need to know where to find and how to use emergency eyewashes and showers, first aid kits, and fire exits. They need to be familiar with emergency evacuation signals and procedures.
- ◆ **Hazardous materials use and storage.** New workers need to know where and how hazardous materials are stored, used, and disposed of, even if they will not use these materials, so they can avoid creating a hazard. Review your hazard communication program with new workers, including how to read hazard labels and where to find safety data sheets.
- ◆ **Food and beverage policies.** Make sure new workers know where they can store personal food and beverages. Point out areas where eating and drinking are and are not permitted.
- ◆ **Accident and injury reporting procedures.** New workers need to know how to report an accident, injury or workplace emergency.
- ◆ **How to get involved.** Let workers know that safety is important in your workplace, and encourage them to get involved.

SEPTEMBER 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

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