



LAMPTON-LOVE, INC

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Date: September 10, 2018

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – September 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 September 2018. You may add topics, but please document the following topics:

1. News Briefs!!! (A. Performing Pre-and Post-Trip Vehicle Inspections; B. How To Reduce Traffic Jams)
2. Safety Meeting: (Hazardous Communications/SDS)

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)

Performing Pre- and Post-Trip Vehicle Inspections

Regular Inspections are required by the DOT to ensure your vehicle is in good condition and reduce the chance of an accident or a breakdown. The following guidelines are for pre- and post-trip inspections. Check your company’s procedures for required monthly, annual and other inspections applicable to your particular vehicles.

PREPARING FOR INSPECTIONS:

- ◆ Select a location – find a good location to park the vehicle away from people, other vehicles, low-hanging wires or tree limbs, and any other potential hazard.
- ◆ Prepare the vehicle – remove the keys from the ignition, set the parking brake, and use wheel stops correctly to prevent movement.
- ◆ Select the appropriate personal protective equipment (PPE), and have a clean cloth handy to wipe lights and reflectors, along with a tire pressure gauge.

CONDUCTING PRE-TRIP INSPECTIONS:

Pre-trip inspections should be conducted at the beginning of the work day. They require:

- ◆ A vehicle walk-around – check oil level, belts, hoses, tires, lights, and gauges to make sure no changes have occurred since the last inspection.
- ◆ A review of the last Driver Vehicle Inspection Report (DVIR) – review the last DVIR and sign the report only if no problems were noted. By signing the report, you acknowledge that you’ve read the report and all necessary repairs have been made.

CHECKING FOR ISSUES ON-ROAD:

- ◆ Keep your eye on all gauges for trouble signs, and stay tuned to changes in your vehicle’s performance.
- ◆ Inspect your cargo tank discharge system and emergency discharge controls before transferring propane.

CONDUCTING POST-TRIP INSPECTIONS:

Follow company and DOT requirements and prepare a DVIR at the end of the work day. Your post-trip inspection should cover the operation and condition of:

- ◆ Service brakes, including trailer brake connections and parking brake
- ◆ Steering mechanism
- ◆ Windshield wiper(s)
- ◆ Horn
- ◆ Coupling devices
- ◆ Lighting devices and reflectors
- ◆ Tires, wheels, and rims
- ◆ Rear-vision mirror(s)
- ◆ Emergency equipment, including fire extinguisher, reflective triangles, and electrical fuses.

Conduct your pre- and post-trip inspections the same way every day. Record any deficiencies or defects on the DVIR. Any issue should be addressed immediately.

How to Reduce Traffic Jams

Congested roadways can lead to disgruntled, fatigued and even hostile drivers. That, in turn, can cause anything from fender-benders to road rage behavior.

Yet, many drivers do not realize that they can actually help prevent traffic jams, or at the very least, avoid making them worse.

In summer, U.S. highways and byways are busier than ever as families take road trips, vacations or head off to the beach. Now is a good time to enact best practices for cutting down on traffic jams, which keeps everyone on the roads safer.

The AAA offers the following advice:

- ◆ Change speed as little as possible: the goal is to maintain forward motion at a constant pace as opposed to starting and stopping.
- ◆ Leave ample following distance: drivers should leave plenty of room between their own vehicle and the one ahead. This will help you avoid coming to a complete, abrupt stop – making a traffic jam worse.
- ◆ Notice when traffic ahead is slowing: looking far enough ahead helps you avoid slowing down more than necessary. That way, you may be able to just lift your foot off the accelerator as opposed to applying the brakes to slow down quickly.
- ◆ Don't slow down more than necessary: each time a driver slows down more than necessary, he or she needs to accelerate more to get back up to cruising speed. **DO NOT EXCEED SPEED LIMIT.**
- ◆ Keep your cool: in addition to actual driving strategies, your mindset can make a difference. When you find yourself in a traffic jam, stay calm and focused – your positive attitude can help keep you safe and prevent the congestion from getting worse.

SEPTEMBER 2018 SAFETY MEETING

HAZARD COMMUNICATION Annual Training

For our September Safety meeting we will conduct our annual Hazard Communications Training for our employees. Using the HAZARD COMMUNICATION & SDS PROCEDURES TRAINING MANUAL, make sure that the following sections are covered.

- ◆ Section 1 – Cover Introduction
- ◆ Section 2 – If not completed, manager to fill in the blanks with his name on the Written Program
- ◆ Section 3 - Review and list all of the hazardous chemicals that you use and are stored in the workplace.
- ◆ Section 5 – Conduct the Regulations and Risk training.
- ◆ Section 6 – Have employees take Hazard Communication Quiz and review their answers with them. Retain a copy of the quiz in your files.
- ◆ Section 8 – Have employees sign Annual Training Signature Page to verify training. The attached signature sheet should be completed and signed by each employee and filed in Section 8 of the Hazard Material Training Manual.
- ◆ Place Haz-Mat Labels (supplied in your training manual) on all chemical containers that are listed in Section 3 of the Training Manual.
- ◆ Review your SDS's to make certain that each chemical listed in Section 3 has an SDS sheet.

When the training is completed, have employees sign the Safety Meeting Minutes and Attendance Record along with the following Annual Training Verification form. Keep your originals of these forms on file or in the back of the training manual and send a copy of each signed form to Gene or Lynn.

SEPTEMBER 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. Performing Pre- and Post-Trip Vehicle Inspections; B. How to Reduce Traffic Jams _____
2. Hazardous Communications/SDS _____

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: _____

P. O. Box 1607, Jackson, MS 39215-1507

Fax #:601-933-3417

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
HAZARD COMMUNICATION and SDS**

Hazard Communication Training and SDS

Company Name: _____

Date: _____ Manager: _____

**I HEREBY CERTIFY THAT I HAVE REVIEWED THE HAZARD COMMUNICATION AND SDS
TRAINING PROGRAM;**

EMPLOYEE NAME and JOB TITLE
(please print)

EMPLOYEE SIGNATURE

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

13 _____

14 _____

15 _____
