



LAMPTON-LOVE, INC

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Date: September 5, 2019

To: All Branch Managers

From: Gene Maddox
Safety Director

Subject: Branch Office Monthly Safety Meeting – September 2019

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 2019. You may add topics, but please document the following topics:

1. News Briefs!!! (Using Personal Protective Equipment (PPE))
2. Safety Meeting: (Lockout/Tagout)

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)

Using Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) plays an important role in ensuring your safety when handling propane. While OSHA sets out certain employer requirements, it is your responsibility to know which PPE is required for specific tasks, how to use it appropriately and secure it for your assignment. Always follow manufacturer and employer guidelines on the equipment’s purpose, limitations, proper fit, and maintenance.

Common PPE and typical Uses Include:

- ◆ **Head and face protection, including face shields, protective goggles, and hard hats** -- used for welding, chipping, grinding, drilling, or using air-powered tools for breaking concrete or hard surfaces. Goggles are also required for dispensing propane or repairing tanks, as leaking gas can be harmful to eyes. Hard hats are necessary during tank installations/moves or when working in crawl spaces or other small areas where irregular structures can cause head cuts or bruises.
- ◆ **Earplugs** – require any time steady or impulse noise levels are higher than 85 decibels, such as when using jackhammers. See your company’s measures and guidelines
- ◆ **Respirators** – vital in removing harmful substances from the air or supplying breathable, clean air. Consult relevant Safety Data Sheets (SDSs), your company’s procedures, or your supervisor for which type of respirator to use with your specific task.
- ◆ **Hands, arms, and feet protection, including gloves and work boots** – required when dispensing or transferring propane, moving tanks or cylinders, handling pipes, or cutting or welding.

Depending on your work area or job function, your employer may require additional protection. If you are unsure of the proper PPE to use for a particular task, ask your supervisor.

Securing, Using, and Maintaining PPE:

- ◆ It is the job of everyone at your site to clean, store, and maintain PPE properly so that it is readily available when needed. Follow your employer’s guidelines.
- ◆ Remove and report any damaged, cracked, or otherwise compromised PPE to your supervisor immediately, and request replacement.
- ◆ Check and follow manufacturer and employer protocols for cleaning and repairing PPE.
- ◆ Your safety is top priority. Advise your supervisor if you believe additional PPE is required or helpful for a particular task.

SEPTEMBER 2019 SAFETY MEETING

Lockout/Tagout Annual Training

For our September Safety Meeting we will conduct our annual Lockout/Tagout Training for our employees. Use your Lockout/Tagout Training Manual from your Safety Library to conduct the training. Attached is a blank copy of the 2019 signature sheet. After you have completed the training, have each employee sign the signature sheet and file it in the back of the training manual.

Send Lynn and/or Gene the signed Monthly Safety Meeting Minutes and Attendance Record along with the Lockout/Tagout signature sheet.

SEPTEMBER 2019
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ State: _____

Date: _____ Time Started: _____ Time Finished: _____

Instructed By: _____ Number Attending: _____

Subject Covered and Comments:

1. Using Personal Protective Equipment (PPE) _____
2. Lockout/Tagout Annual Training _____

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.

Gene Maddox/Lynn Eldridge

P. O. Box 1607, Jackson, MS 39215-1507 Fax #:601-933-3420

**ANNUAL EMPLOYEE TRAINING VERIFICATION for
LOCKOUT/TAGOUT**

Lockout/Tagout

Company Name: _____

Date: _____ Manager: _____

I HEREBY CERTIFY THAT I HAVE REVIEWED THE LOCKOUT/TAGOUT 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 _____
