



LAMPTON-LOVE, INC

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Date: September 8, 2022

To: All Branch Managers

From: Gene Maddox,
Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – September 2022

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 Mathis.** *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 2022. You may add topics, but please document the following topics:

1. News Briefs!!! (Entry-Level Driver Training (ELDT))
2. Safety Meeting: (Using Good Body Mechanics)

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)

Entry-Level Driver Training (ELDT)

About the ELDT Regulations

FMCSA’s Entry Level Driver Training (ELDT) regulations set the baseline for training requirements for entry-level drivers. This applies to those seeking to:

- 💧 Obtain a Class A or Class B CDL for the first time;
- 💧 Upgrade an existing Class B CDL to a Class A CDL; or
- 💧 Obtain a school bus (S), passenger (P), or hazardous materials (H) endorsement for the first time.

The ELDT regulations are not retroactive; individuals who were issued a CDL or a S, P, or H endorsement prior to February 7, 2022, are not required to complete training for the respective CDL or endorsement.

If an applicant who obtained a CLP prior to February 7, 2022, and obtains a CDL before the CLP or renewed CLP expires, the applicant is not subject to the ELDT requirements.

Any individual who meets one of the exceptions for taking a skills test in 49 CFR Part 383 is also exempt from the ELDT requirements.

SEPTEMBER 2022 SAFETY MEETING

Using Good Body Mechanics

Propane workers lift, move, and carry cylinders, hoses, and other cumbersome objects in the course of their daily work. Using good body mechanics is key to getting your job done safely and efficiently. The following principles and tips will help safeguard your physical health and minimize the chance on injury.

Use Proper Positioning and Lifting Techniques:

- 💧 Keep the load close to your body – holding materials away from your body will make them seem heavier (the “lever arm effect”) and cause as much as 10 times more stress to your back. Always hold materials such as hoses and cylinders close.
- 💧 Keep your back to a neutral position – always try to equalize pressure on the discs in your back to keep your muscles, bones, and ligaments in their strongest, most efficient range or position.
- 💧 Use proper lifting techniques – use a Power Lift (which leverages body stability and strength) for heavy materials such as cylinders and focus on upper-body support when picking up a lightweight tool or component. If you are unfamiliar with these techniques, request to be trained.
- 💧 Protect your shoulders – when you extend your arm to pull something, you can put a lot of stress on your shoulder area. This can result in shoulder sprains and rotator cuff tears. To properly position your shoulders, keep your elbows close to your body and below your shoulders whenever possible.

Minimize Force:

- 💧 Minimize forced effort or strain to your back and upper body by using equipment designed to lift, push, pull, or carry.
- 💧 Use handcarts, dollies, or other mechanized equipment to move cylinders or appliances.
- 💧 Use the right tools for any task at hand.

If you are unsure of what tools and equipment are available to you – or need additional resources to perform your job safely – ask!

Reduce Repetition:

Over time, repetition of a task can cause fatigue or injury. To reduce the potential for issues of this nature:

- 💧 Plan your work to minimize the number of times you need to handle or move something.
- 💧 Change hands when possible, to reduce stress on any single muscle group.
- 💧 Change tasks if you start feeling fatigue in any one muscle group or stress on your body, especially your neck and back. Check with your supervisor to see if you can switch jobs with a co-worker or temporarily do something different to give overworked muscles a rest.

Always factor in personal limitations before performing a job, and secure assistance when you need to do so. Even with the best techniques, some jobs should not be performed on your own.

Additionally, practicing good housekeeping will ensure that work areas and surrounding walkways are clear of debris or clutter. That way, once equipment and tools are being used, there are no mishaps.

SEPTEMBER 2022
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments:

1. Briefs: Entry-Level Driver Training (ELDT) _____
 2. Safety Meeting: Using Good Body Mechanics _____
- _____
- _____
- _____

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/Kelly Meeks/Lynn Mathis

Date: _____

P. O. Box 1607, Jackson, MS 39215-1507 Fax #:601-933-3417