



LAMPTON-LOVE, INC

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Date: September 10, 2021
To: All Branch Managers
From: Gene Maddox 
Safety Director
Subject: Branch Office Monthly Safety Meeting – September 2021

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 2021. You may add topics, but please document the following topics:

1. News Briefs!!! (Understanding the Safety Data Sheet (SDS))
2. Safety Meeting: (Conducting Regulator Performance Tests)

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)

Understanding the Safety Data Sheet (SDS)

The Occupational Safety and Health Administration (OSHA) recently revised its Hazard Communication Standard (HCS) to better align with the United Nations’ Globally Harmonized System (GHS) of Classification and labeling of Chemicals. As a result, the Safety Data Sheet (SDS) will be standardized by hazard category to make information easier to locate when working with these materials.

WHAT IS AN SDS?

- ◆ A Safety Data Sheet (SDS), formerly known as a Materials Safety Data Sheet (MSDS), provides information about chemical hazards. Anyone who might come into contact with the chemical should understand potential dangers and how to safely handle the product. Although each SDS may look a bit different, they all must provide the same information. An SDS must explain, in English, how to safely use, handle, and store a hazardous chemical.
- ◆ The SDS must be updated when significant changes are made to the chemical compound or previously unknown health and physical hazards are discovered.

COMMON SECTIONS WITHIN AN SDS:

All SDSs contain the same basic sections, in the following order. Sections 12, 13, 14, and 15 are not enforced by OSHA.

- ◆ **Section 1: Identification** – identifies the chemical on the SDS as well as the recommended uses. Also provides supplier contact information.
- ◆ **Section 2: Hazards Identification** – Explains the chemical’s hazards and the appropriate warning information associated with those hazards.
- ◆ **Section 3: Composition and Information on ingredients** – indicates ingredient(s) contained in the product, including impurities and stabilizing additives. This includes information on substances, mixtures, and all chemicals where a trade secret is claimed.
- ◆ **Section 4: First Aid Measures** – describes the initial care that should be given by untrained responders to an individual exposed to the chemical.
- ◆ **Section 5: Fire-Fighting Measures** – provides recommendations for fighting a fire caused by the chemical.
- ◆ **Section 6: Accidental Release Measures** – Offers recommendations on the appropriate response to spills, leaks, or releases, including containment and cleanup practices, to prevent or minimize exposure to people, properties, or the environment.

- ◆ **Section 7: Handling and Storage** – Delivers guidance on the safe handling practices and conditions for safe storage of chemicals. Because many workplaces have different storage considerations and hazards on site, be sure to read your company-specific SDS for the chemical you will be working with.
- ◆ **Section 8: Exposure Controls/Personal Protection** – indicates the exposure limits, engineering controls, and personal protective measures that can be used to minimize worker exposure. NOTE: You should always consult your company's PPE policy for any further instructions.
- ◆ **Section 9: Physical and Chemical Properties** – identifies the physical and chemical properties associated with the substance or mixture.
- ◆ **Section 10: Stability and Reactivity** – covers the reactivity hazards of the chemical and chemical stability information.
- ◆ **Section 11: Toxicological Information** – identifies toxicological and health effects information or indicates that such data are not available.
- ◆ **Section 12: Ecological Information** – helps evaluate the environmental impact of the chemical(s) if it were released to the environment.
- ◆ **Section 13: Disposal Considerations** – offers guidance on proper disposal practices, recycling, or reclamation of the chemical(s) or its container, and safe handling practices.
- ◆ **Section 14: Transport Information** – Delivers guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail, or sea.
- ◆ **Section 15: Regulatory Information** – identifies the safety, health, and environmental regulations specific for the product that are not indicated elsewhere on the SDS.
- ◆ **Section 16: Other Information** – indicates when the SDS was prepared or when the last known revision was made. The SDS may also state where the changes have been made to the previous version. You may wish to contact the supplier for an explanation of the changes.

SEPTEMBER 2021 SAFETY MEETING

Conducting Regulator Performance Tests

When a gas appliance is turned on, gas flows through the line to the appliance where it is burned. The regulator ensures that the proper amount of gas is flowing to the appliance and that the pressure is not too high or too low. When the appliance is shut-off, gas pressure will continue to build in the line unless the regulator automatically turns off the flow of gas.

“Flow and lock-up tests” as they are commonly known, are typically performed on vapor distribution systems during start-up to determine if the tank, piping system and regulator are properly sized for the intended British Thermal Unit (BTU) load and that the regulator properly stops the flow of gas when there is no more demand from the appliance.

Performing A Flow Pressure Test

The regulator flow pressure test is done first, making out-put pressure adjustments if needed.

Step 1: Install a water column manometer or other suitable low pressure measuring device in the second-stage regulator outlet test tap, or in the test tap of an appliance shut-off valve at the appliance farthest from the regulator.

Step 2: Re-light all pilots and operate all appliances at full capacity.

Step 3: Check the flow pressure shown on the manometer with all appliances operating. If necessary, adjust the 2nd stage or line regulator to 11 inches water column. Delivery (flow) pressure must not fall to less than the appliances’ required input pressures as given on the manufacturer’s appliance rating plates.

If adequate flow pressure is not maintained with all connected gas appliances operating, check for the following problems:

- ♦ The regulator output capacity may not be adequate to supply the connected appliances.
- ♦ The service regulator upstream may not be properly sized.
- ♦ Piping may be too small and friction losses may be limiting the gas volume and pressure available to the appliances and/or regulator being flow tested.

If the flow tests are satisfactory, the next check is to test the regulator lock-up.

Performing A Regulator Lock-Up Test

Step 1: Turn all appliance controls off.

Step 2: Close all appliance shut-off valves.

Step 3: Leave the container service valve open in order to maintain pressure on the system. With the appliance shut-offs in the off position, the pressure will increase

slightly then stop. This is the lock-up pressure. The lock-up pressure should not exceed the flow pressure by more than 30 percent.

Step 4: Watch the pressure for one minute. If the flow pressure was 11 inches water column, then the lock-up pressure should not exceed 14.3 inches water column. The pressure should stay steady and not creep up during your observation period. If the regulator fails to lock-up or creeps upward, the regulator is malfunctioning. This problem indicates the regulator must be replaced.

Never exceed the manufacturer's recommendation for flow and lock-up pressures. Never attempt to perform these tests unless you have been properly trained.

Documentation

The job isn't finished until all paperwork is properly completed. All required pressure, flow and lock-up tests and leak checks must be documented on the designated company form and/or report per your company's standard operating procedures (SOP).

Closing

Operating pressures are very critical to proper appliance operation. Many high efficiency appliances will not operate if regulator lock-up pressure is too high, or flow pressures are not within operating range. Always consult the appliance manufacturer's operating instruction for required gas pressure information.

SEPTEMBER 2021
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: Understanding the Safety Data Sheet (SDS) _____
 2. Safety Meeting: Conducting Regulator Performance Tests _____
- _____
- _____
- _____

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: _____

E-Mail or fax this sheet only to: Lampton-Love, Inc.

Gene Maddox/Lynn Eldridge

Date: _____

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

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