



LAMPTON-LOVE, INC.

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Date: December 15, 2025

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – December 2025

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 a copy to Lynn Mathis or LLSafety@lamptonlove.com. Please keep the original for your records.**

NOTE: ONLY the Monthly Safety Meeting Minutes and Attendance Records are 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 December 2025. You may add topics, but please document the following topics:

1. Unsecured Bobtail Incident

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

SAFETY | ALERT

December 2025

UNSECURED BOBTAIL INCIDENT

We recently experienced a serious safety incident involving a bobtail that rolled down a customer's driveway after being parked without chock blocks in place. The truck continued across a public roadway, entered a field, and struck a tree before coming to a stop. Thankfully, no one was injured — but the outcome could have been significantly worse.

This incident is a critical reminder that every time you exit a bobtail, wheel chocks and parking brakes must be used.



Why This Is Critical

- Trucks can move unexpectedly, even on slight slopes.
- Unsecured vehicles endanger employees, customers, and the public.
- Incidents like this can lead to serious injury, property damage, or a hazmat release.

Regulatory Requirements

- FMCSA & OSHA require immobilization of hazmat vehicles any time the operator is not in control.
- 49 CFR 390–399 requires drivers to secure commercial motor vehicles with the parking brake.
- Chock blocks are required as a secondary measure — parking brakes alone are not enough.

Required Action – Effective Now

- Set the parking brake and apply wheel chocks every time you exit the bobtail.
- Verify chocks are in place before any delivery or service work begins.

We were fortunate this time. Use your parking brake. Use your chocks. **Every time.**

Safety is everyone's responsibility!

**DECEMBER 2025
MONTHLY SAFETY MEETING
MINUTES & ATTENDANCE RECORD**

Company Name: _____

City: _____ **State:** _____

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

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

Subject Covered and Comments: Safety Meeting:

Unsecured Bobtail Incident

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. to:

Kelly Meeks/Lynn Mathis -- LLSafety@lamptonlove.com

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

Fax #: 601-933-3417