



LAMPTON-LOVE, INC.

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Date: February 12, 2026

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – February 2026

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 February 2026. You may add topics, but please document the following topics:

1. Bottle Refill Stations

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

Bottle Refill Stations



Inspect before filling.

Before any cylinder is filled, we must inspect it:

- Check the cylinder for **dents, rust, gouges, or leaks**
- Make sure the **valve, threads, and relief valve** are in good condition
- Verify the **OPD valve** is present and functioning (where required)
- Confirm the cylinder is **in date and properly labeled**

If a cylinder is damaged, out of date, or questionable — do not fill it. Tag it and remove it from service.

General filling safety.

- Secure cylinders upright during filling and transport
- Never bypass safety devices
- If something doesn't look right, **stop and ask**

Propane limits inside vehicles.

We are allowed to transport **no more than 90 pounds of propane total inside a vehicle**. This includes **all cylinders combined**. Do not exceed this limit for any reason.

In addition, **only one cylinder over 40 pounds is allowed inside a vehicle**. If you already have one cylinder larger than 40 pounds onboard, **no additional cylinders are permitted**.

Before loading:

- Verify the **size and weight of each cylinder**
- Make sure cylinders are **secured upright**
- Check for **damage, rust, or leaking valves**

If the load exceeds limits or something doesn't look right, **do not load it**

Following these limits protects you, the vehicle, and everyone around us. No shortcuts when it comes to propane safety.

Remember when setting a bottle plant the tank and cabinet must be 25 feet from the point of transfer if it has a pump and motor. Gravity fill bottle plants(wet lines)must be 50 feet from the point of transfer.



**FEBRUARY 2026
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:

Bottle Refill Stations

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