



LAMPTON-LOVE, INC

P.O. BOX 1607 • JACKSON MISSISSIPPI 39215-1607
2950 Layfair Drive • Flowood, Mississippi 39232-8822
(601) 933-3400 • Fax (601) 933-3420

Date: July 20, 2026

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – July 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 July 2026. You may add topics, but please document the following topics:

Portable Fire Extinguishers – Know It – Inspect It – Be Ready

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 Meeting Topic:

Portable Fire Extinguishers

Know It • Inspect It • Be Ready

Recently, one of our own employees demonstrated exactly why fire extinguisher readiness matters. While traveling, he came upon a **motorcycle accident that resulted in a fire**. He safely stopped, grabbed the fire extinguisher from his company vehicle, and helped extinguish the fire until emergency responders arrived.

This incident is a great reminder that **our fire extinguishers aren't just there to protect company equipment—they may one day help protect a stranger's life**. Because the extinguisher was available, properly maintained, and the employee knew what to do, he was able to make a difference during an emergency.

You never know when you'll be the first person on the scene.

Why This Matters

Portable fire extinguishers are one of the first lines of defense against an **incipient (beginning-stage) fire**. A properly maintained extinguisher, combined with a trained employee, can often stop a small fire before it becomes a major emergency.

Your safety always comes first. Never attempt to fight a fire that is spreading rapidly, producing heavy smoke, or puts you in danger.

Fire Extinguisher Requirements

For propane operations:

- Every propane vehicle must carry **at least one 18 lb. dry chemical fire extinguisher** with a minimum **B:C rating** (DOT/NFPA 58).
 - DOT requires the extinguisher to be inspected during your **pre-trip inspection**.
 - NFPA 10 requires:
 - Monthly visual inspections
 - Annual maintenance/service inspections
 - Recharging or repair whenever necessary
-

Understanding Fire Extinguisher Ratings

Fire Class Used On

Class A Wood, paper, cloth, and other ordinary combustibles

Class B Flammable liquids and gases (gasoline, propane, oil, solvents)

Class C Energized electrical equipment

Class D Combustible metals

Our Propane Operations

The extinguishers on our trucks and at our bulk plants are **dry chemical extinguishers**, designed specifically for:

☒ Flammable liquid and gas fires

☒ Energized electrical equipment

Monthly Inspection Checklist

Before heading out, make sure your extinguisher is:

- ☐ In its designated location
- ☐ Securely mounted and easily accessible
- ☐ Free of dents, corrosion, or damage
- ☐ Nozzle clear and unobstructed
- ☐ Operating instructions readable
- ☐ Safety pin and tamper seal intact
- ☐ Pressure gauge in the green
- ☐ Inspection tag current

If anything is missing, damaged, or the extinguisher has been discharged—even partially—**remove it from service and report it immediately.**

JULY 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:

Portable Fire Extinguishers – Know It – Inspect It – Be Ready

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. to:

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

Date: _____

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

Fax #:601-933-3417