



LAMPTON-LOVE, INC

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Date: June 21, 2024
To: All Branch Managers
From: Kelly Meeks
Safety Director 
Subject: Branch Office Monthly Safety Meeting – June 2024

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 June 2024. You may add topics, but please document the following topics:

Lifting Generators

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

June 2024 SAFETY MEETING

Lifting Generators

1.2 Lifting

 WARNING	Unbalanced weight. Improper lifting can cause severe injury or death and equipment damage. Do not use lifting eyes. Lift the generator set using lifting bars inserted through the lifting holes on the skid.
	

Generator set weights are shown in Figure 3. These shipping weights include the generator set and packaging with skid, but do not include the battery or an automatic transfer switch. Use lifting bars inserted through the holes in the base to lift the unit. See Figure 4 for lifting hole locations. To access the lifting holes:

1. Raise the roof.
2. Lift off the exhaust end panel and the air intake end panel. No tools are required to remove the enclosure panels.
3. Lift off the service side panel.
4. Insert lifting bars through the holes in the base to lift the generator set.

After placing the generator set in its final location, use the plastic plugs provided with the generator set to cover the lifting holes that are not covered by the enclosure panels.

Model	Weight, kg (lb.)*
14RCA	200 (440)
20RCA	252 (555)
26RCA	283 (625)
* Weights include generator set and packaging with skid; no battery or ATS.	

Figure 3 Approximate Weights

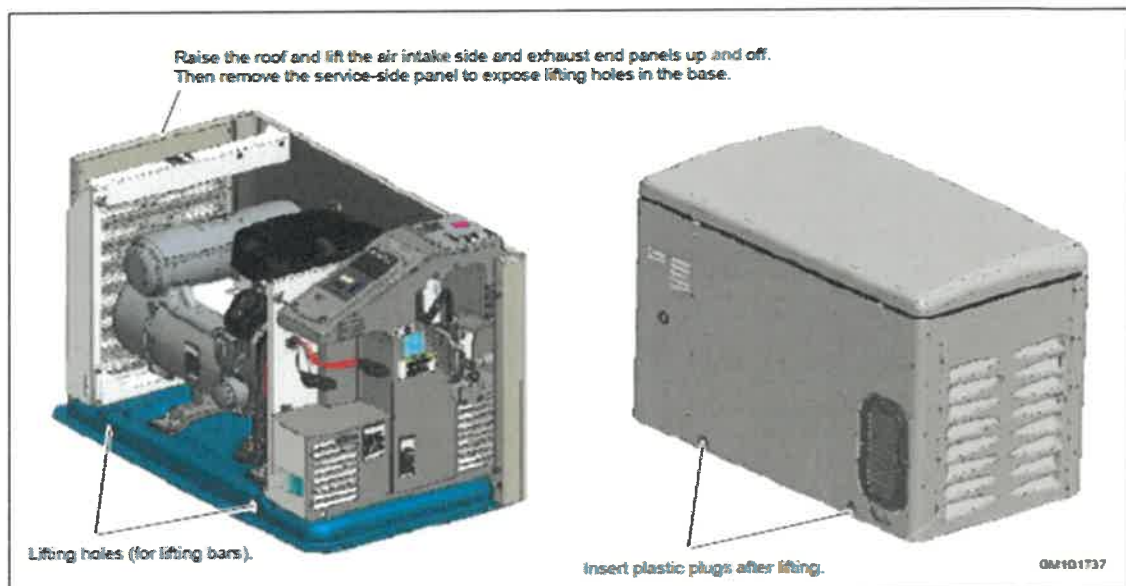


Figure 4 Lifting Holes

Lifting a generator

Lifting a generator requires careful planning and execution to ensure safety and efficiency.

Here are the steps to properly lift the generator with truck crane:

Preparation

1. **Inspect Equipment:**
 - Check your truck crane to ensure it is in good working condition.
 - Inspect the generator and pallet for any damage.
 - Ensure the lifting slings, chains, and hooks are rated for the load.
2. **Clear the Area:**
 - Remove any obstructions from the lift area.
3. **Understand the Load:**
 - Know the weight of the generator and pallet. (generator should not be picked up **with** the pallet unless using a forklift)
 - Verify that the crane's lifting capacity exceeds the total weight of the load.
4. **Read the Manual:**
 - Review the generators manual for any specific lifting points or instructions. (see following document)

Lifting Procedure

1. **Position the Truck Crane:**
 - Park the truck crane on stable, level ground.
 - Set the parking brake and deploy the outriggers to stabilize the crane.
2. **Attach Lifting Slings/Chains:**
 - Use the appropriate lifting slings or chains. Ensure they are in good condition and rated for the load.
 - Attach the slings/chains to the crane hook.
 - Use spreader bars (black iron pipe) to distribute the load evenly.
3. **Test Lift:**
 - Perform a test lift by slowly lifting the generator a few inches to check the balance and security of the load.
 - If the load is unstable, lower it and adjust the slings/chains as needed.
 - Stand clear of the generator when lifting.
4. **Lift the Generator:**
 - Slowly lift the generator, keeping the load as level as possible.
 - Maintain control of the load at all times. Use tag lines if necessary to guide the generator and prevent it from spinning or swinging.
5. **Move the Load:**
 - Once the generator is lifted to the desired height, carefully swing the crane arm to move the generator to its destination.
 - Keep movements slow and controlled to avoid sudden shifts in the load.

6. Lower the Generator:

- Slowly lower the generator onto the intended location.
- Ensure the generator is placed securely and evenly on the ground/pad.

Safety Considerations

- Always follow the manufacturer's guidelines for both the crane and the generator.
- Ensure all personnel involved in the lift are trained and aware of their responsibilities.
- Use personal protective equipment (PPE) such as hard hats, gloves, and steel-toe boots.
- Keep unauthorized personnel clear of the lift area.

JUNE 2024
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:

Lifting Generators

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

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