



LAMPTON-LOVE, INC

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Date: June 12, 2025

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – June 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 or fax a copy to Lynn Mathis.** *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 2025. You may add topics, but please document the following topics:

Safety Meeting: Fire Extinguisher Safety

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 2025 SAFETY MEETING

Fire Extinguisher Safety

1. Purpose

- Understand how to properly inspect and use fire extinguishers.
- Know when and when **not** to fight a fire.
- Are confident responding quickly to fire-related emergencies involving propane.

2. Why It Matters

- Propane is **extremely flammable** – fire can escalate fast.
- You're often in remote areas — **first response is up to you**.
- DOT and NFPA require extinguishers on vehicles hauling hazardous materials.
- Proper response can **save lives**, property, and your own safety.

3. Fire Extinguisher Basics

Types of Extinguishers

- **ABC Dry Chemical** is standard on propane trucks.
 - **A** = Trash, Wood, Paper
 - **B** = Liquids (like gasoline or propane)
 - **C** = Electrical

What's on Your Truck?

- Every propane delivery vehicle must carry a **10 B:C** rated extinguisher (minimum) – check label. (**bobtails carry 18 B:C**)
- Larger bobtails often carry **multiple or higher-capacity extinguishers**.

4. Inspection Checklist (Do Weekly)

Walk through inspecting an extinguisher:

- Gauge in the **green**
- Safety pin and tamper seal **intact**
- No visible damage, corrosion, or dents
- Securely **mounted and accessible**
- Inspection tag **up to date**

Consider a quick hands-on walkaround of a truck during the meeting.

5. The PASS Method: How to Use One

Pull the pin

Aim low at the base of the fire

Squeeze the handle

Sweep side to side

Emphasize:

- Always aim at the **base**, not the flames.
- Keep a clear **escape route behind you**.

6. When to Fight the Fire (and When Not To)

Fight it **ONLY if:**

- Fire is **small and contained** (early stage)
- You're not breathing in smoke
- You have a clear escape path
- The extinguisher is right for the fire

Do NOT fight the fire if:

- The fire involves the **propane tank or lines**
- It's spreading or too hot to approach

- You're unsure or untrained
- You're alone without backup

If in doubt — back away and call 911. Evacuate the area.

7. Propane-Specific Scenarios

- **Hose rupture fire?** Shut off remote valves if safe — don't approach with an extinguisher.
- **Tank fire?** Never attempt to fight it — evacuate and notify fire department.
- **Vehicle fire while driving?** Pull over, shut off engine, grab extinguisher, approach cautiously from upwind.

JUNE 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:

1. Fire Extinguisher Safety _____

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.

Kelly Meeks/Lynn Mathis

Date: _____

P. O. Box 1607, Jackson, MS 39215-1607 Fax #:601-933-3417