



LAMPTON-LOVE, INC.

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Date: June 18, 2026
To: All Branch Managers
From: Kelly Meeks 
Safety Director
Subject: Branch Office Monthly Safety Meeting – June 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 June 2026. You may add topics, but please document the following topics:

Heat Exhaustion

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

Heat Exhaustion

Summer Readiness:

Summertime and dehydration often go together. But did you know that heat isn't the only reason you may become dehydrated?

Common medications can also cause dehydration due to the medication's ability to affect kidney function and electrolyte balance, as well as side effects they may cause, such as nausea and diarrhea.

While there are several medications that can cause dehydration, the following are some of the most common

- blood pressure medication
- diabetes medication
- diuretics
- laxatives

If one of your medications is known to cause dehydration, talk with your doctor about the recommended fluid intake that is safe to keep you well-hydrated

When you are exercising or working outdoors in high heat, your best bet for hydrating is drinking water with a pinch of salt.

Heat cramps, heat exhaustion and heat stroke are collectively known as heat-related illnesses.

In hot weather your body cools itself mainly by sweating. The evaporation of sweat regulates your body temperature. When you do strenuous physical activity in hot, humid weather, your body is less able to cool itself efficiently. As a result, your body may develop **heat cramps**, the mildest form of heat-related illness.

Symptoms are painful muscle spasms or involuntary jerks within the abdomen, legs or arms.

Treatment of heat cramps includes rest, cooling the body, rehydration and stretching the muscles that are cramping.



Prompt treatment usually prevents heat cramps from progressing to **heat exhaustion**.

Heat exhaustion is the second part of the spectrum and may develop suddenly or over time. If left untreated, it may progress to **heat stroke**.

Heat stroke is serious, considered a medical emergency and results from prolonged exposure to high temperatures usually in combination with dehydration.

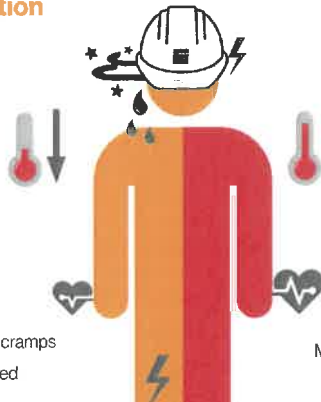
Possible heat exhaustion and heat stroke signs and symptoms include:

Symptoms of Heat Exhaustion

Dizziness, confusion or fainting
Sweating profusely
Cool, pale clammy skin
Nausea or vomiting
Dark-colored urine
Rapid heartbeat, weak pulse
Muscle or abdominal cramps
Weak or uncoordinated

Symptoms of Heat Stroke

Throbbing headache
Lack of sweating
Body temperature rises 40°C/104°F
Red, hot and dry skin
Nausea or vomiting
Confusion, staggering
Rapid heartbeat, pulse strong or weak
Muscle weakness or cramps
May lose consciousness



Treatments for heat exhaustion include

- stopping the activity and resting
- moving to a cooler place
- rehydrating with water or a sports drink

Treatment for heat stroke: Call 911

- **DO NOT LEAVE AFFECTED PERSON ALONE**
- move the person to a cool shaded area
- loosen or remove excess clothing
- provide cool water to drink

Risk Factors

Heat exhaustion is strongly related to the heat index, which is a measurement of how hot you feel when the effects of humidity and air temperature are combined. A relative humidity of 60% or more hampers sweat evaporation.

Think about what you drink

Caffeinated beverages like coffee and tea, high-sugar drinks like sodas, and alcoholic beverages can be dehydrating, especially if you drink them outside during high temperatures.

Increase water intake: If you work outside or participate in outdoor sports, make sure you have water handy and remember to take breaks in shady areas to allow your body to cool down.

JUNE 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:

Heat Exhaustion

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

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