



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: March 13, 2025
To: All Branch Managers
From: Kelly Meeks
Safety Director 
Subject: Branch Office Monthly Safety Meeting – March 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 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.

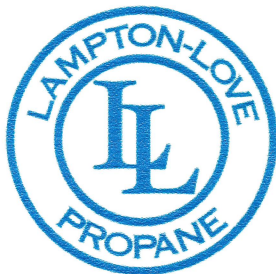
To assist you in complying with this requirement, the following subjects are for your Monthly Safety Meeting, for the month of March 2025. You may add topics, but please document the following topics:

Load Securement & 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

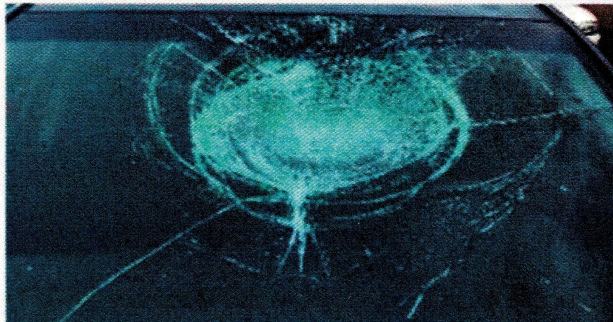
MARCH 2025 SAFETY MEETING



SAFETY | ALERT

March 2025

LEARNING ALERT: LOAD SECUREMENT & SAFETY



We've had several serious safety concerns with improperly secured loads, tools, and materials in our trucks. Loose or unsecured items can turn into projectiles, causing injury or property damage.

Issues Observed:

- ✗ Concrete generator pads placed unsecured on top of generator boxes
 - ✗ Cylinders (full/empty) rolling around truck beds
 - ✗ Ladders bouncing loosely in truck beds
 - ✗ Loose tools, chock blocks, fittings, & materials
- ✗ Pipes in pipe racks with loose couplings/fittings that vibrate off
 - ✗ Truck cranes not secured in saddles or clipped properly
 - ✗ Straps left hanging loose instead of properly stored
- ✗ Tailgates left open or missing, creating additional risks for unsecured loads

Required Actions – SECURE EVERYTHING!

- ✓ Secure all heavy materials (generator pads, cylinders, etc.) using proper straps, chains, or brackets
 - ✓ Properly stow and secure ladders to prevent movement
 - ✓ Store loose tools, chocks, and small items in toolboxes or compartments
- ✓ Ensure all pipes in racks have couplings/fittings either tightened or removed to prevent vibrating off
 - ✓ Always return truck cranes to their saddles and properly secure them
- ✓ After using straps, store them correctly, never leave them hanging or flopping loose
 - ✓ If your truck bed has a tailgate, it must be closed and latched
 - ✓ If your truck bed allows for a 2x6 to serve as a tailgate, install one
- ✓ If your truck does not have a tailgate, do not place anything in the bed that cannot be properly secured (tank blocks, used regulators, materials, or tools)

Safety is everyone's responsibility! If you see an issue, fix it or report it immediately.

Stay safe & secure your load!

MARCH 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:

Load Securement & 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: _____

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