



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 11, 2026
To: All Branch Managers
From: Kelly Meeks
Safety Director *KM*
Subject: Branch Office Monthly Safety Meeting – March 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 March 2026. You may add topics, but please document the following topics:

Placement of Tank/Generator

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 2026 SAFETY MEETING

Placement of Tank/Generator

Whether we are acquiring a new customer or delivering to an existing customer, **all drivers and service techs** should verify that tanks are set correctly (proper clearance, etc.) and generators are set properly (proper exhaust clearance and/or distance from propane tank, etc.).

If a tank appears too close to a house, DO NOT GAS IT.

Rule of thumb: all tanks should be 10' from a source of ignition (Central or window A/C, Electrical outlet, Electric meter, hot tub motor, pool filters, gas grill, and solar equipment).

Generator should be placed **at least 5 feet from any opening like doors, windows, or exhaust, intake air vents or combustible material**. The generator should be placed at least 10 feet away from the propane tanks.

Additional Safety Reminders:

- If a tank is located **near a main road or in an area where pumping propane could create a safety concern (such as we have to park our truck on a road/street to pump the customer)**, do not attempt to pump the tank. Contact your manager for guidance.
- If you notice **rotten tree limbs hanging over a tank, fallen limbs, heavy overgrowth, or other hazards around the tank**, report it immediately. These conditions can create serious risks if limbs fall and damage valves, regulators, or other tank components.
- Always take a moment to look at the **overall surroundings of the tank**. Catching potential hazards early can prevent leaks, property damage, or injury.

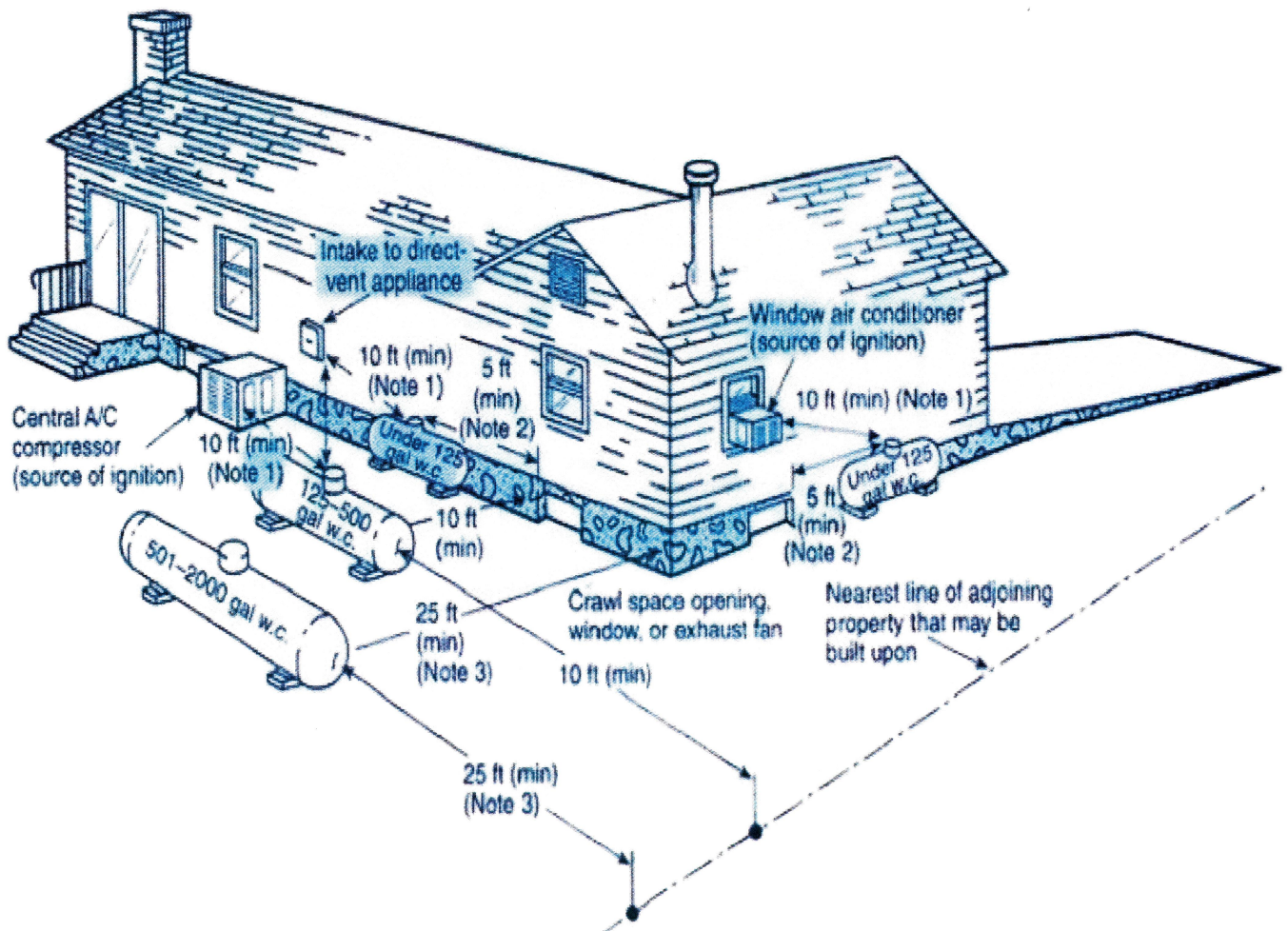
Remember:

A quick visual inspection and speaking up when something doesn't look right can prevent serious incidents. If something seems unsafe, **stop and report it**.

See Diagram on next page:

Aboveground ASME containers.

Must have legible Data plate:



MARCH 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:

Placement of Tank/Generator

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