



LAMPTON-LOVE, INC

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Date: November 15, 2024
To: All Branch Managers
From: Kelly Meeks
Safety Director 
Subject: Branch Office Monthly Safety Meeting – November 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 or fax 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 November 2024. You may add topics, but please document the following topics:

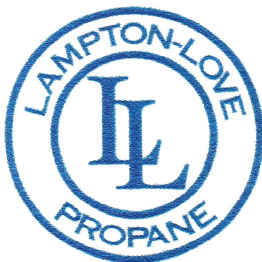
- Safety Meeting:
1. Avoiding Incidents at Railroad Crossing to Help Keep Everyone Safe;
 2. Violations & Enforcement

It is recommended that you thoroughly read this material prior to your meeting.

Topics begin immediately on the next page.

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

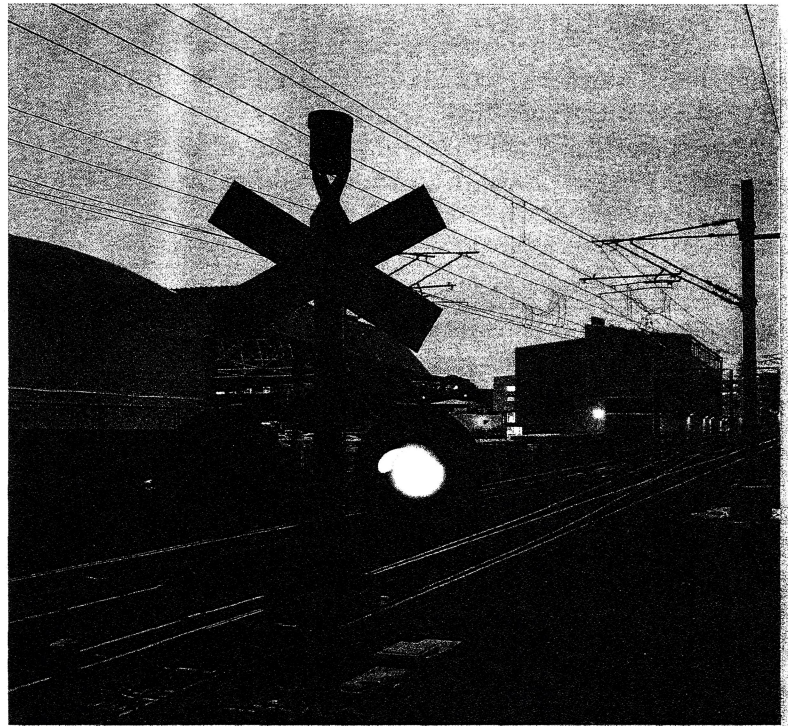
Avoiding incidents at railroad crossings to help keep everyone safe

The Federal Railroad Administration (FRA) accident data shows that railroad incidents are on a slight decline. However, fatalities associated with those incidents remain steady. That data, along with recent accidents involving hazmat on trains or on a commercial motor vehicle (CMV) while crossing railroad tracks, has led to renewed concerns about the proper procedures for CMVs crossing railroad tracks.

Contrary to popular belief, trains cannot swerve or stop on a dime. In fact, it can take up to 1.5 miles for a train to come to a stop. While the FRA has made numerous improvements to rail safety in recent years, it's not only up to the agency to prevent incidents.

Here are some tips CMV drivers can follow to avoid incidents while crossing railroad tracks:

- Approach ALL crossings with care:
 - Use 4-way flashers before the crossing.
 - Use a pull-out lane when available.
- Prepare to stop:
 - Turn off all noise-making equipment (radio, fans, defrosters, etc.).
 - Have a communications device available (in case of an emergency).
 - **Stop 15 feet from the nearest rail.**
- After you stop:
 - Look both ways.
 - Listen carefully.
- If the truck will not fit:
 - Do not enter crossing unless the truck can completely pull through and clear the gate by 6 feet.
 - Do not stop on crossing.
- Look again before crossing:
 - Check both directions.
- Cross tracks with care:
 - Signal and check traffic.
 - Use the highest gear that will allow you to cross without shifting.
- Do NOT stop once you start:
 - Even if the lights and gates are activated.



All CMVs are required to slow down when approaching a railroad crossing and must be driven at a speed that will allow the vehicle to stop before reaching the rails if a train is approaching. Buses transporting passengers, most vehicles transporting hazmat, and most cargo tank motor vehicles are **required to stop** for railroad crossings.

Stuck on railroad crossing

Cars, trucks, and CMVs get stuck on railroad tracks somewhat often and drivers typically don't know what to do. Sometimes stranded drivers call 911, hoping that a dispatcher can contact railroad officials in time to stop trains. However, unless there is a medical emergency, dialing 911 won't help in most cases.

If you're stuck on the railroad tracks, even if you don't see a train coming, you need to take the following actions as soon as possible:

- Locate the small blue emergency contact signs with white letters. These are normally on a pole or post close to the tracks.
- Call the emergency number listed on the sign.
- Give the attendant the ID number listed on the bottom of the sign and let them know your situation.

The information you provide will give the attendant your exact location so they can notify any approaching train of the situation and give it enough time to stop, if necessary. ♦



Key to remember: Not all CMVs are required to stop for railroad crossings. However, all CMVs are required to slow down for railroad crossings. Do not cross the tracks unless you can do so safely.

§392.10 Railroad grade crossings; stopping required.

- (a) Except as provided in [paragraph \(b\)](#) of this section, the driver of a commercial motor vehicle specified in [paragraphs \(a\)\(1\) through \(6\)](#) of this section shall not cross a railroad track or tracks at grade unless he/she first: Stops the commercial motor vehicle within 50 feet of, and not closer than 15 feet to, the tracks; thereafter listens and looks in each direction along the tracks for an approaching train; and ascertains that no train is approaching. When it is safe to do so, the driver may drive the commercial motor vehicle across the tracks in a gear that permits the commercial motor vehicle to complete the crossing without a change of gears. The driver must not shift gears while crossing the tracks.

- (4) Every cargo tank motor vehicle, whether loaded or empty, used for the transportation of any hazardous material as defined in the Hazardous Materials Regulations of the Department of Transportation, [parts 107 through 180 of this title](#).

As a driver or service employee, if you get cited for not stopping at a railroad crossing...**this is grounds for disciplinary action**. It's VERY serious! Not stopping is a HUGE safety risk for our company and could cause a disaster. We cannot afford to get complacent and not stop at railroad tracks. This violation will suspend your license. Every cargo tank whether loaded or empty **must** stop. We want to treat all service and bobtails the same (as if they are loaded).



VIOLATIONS & ENFORCEMENT

PHMSA's inspection and enforcement staff inspect companies and individuals who ship hazardous materials as well as those companies who manufacture, maintain, repair, recondition, or test packages used for transporting hazardous materials. The following table shows recent violations and fines published by PHMSA.

Garden supply company

Penalty amount: \$1,000

- Offering two shipments of hazardous materials, without declaring the shipments as hazardous materials by providing proper shipping papers, package markings, package labels, and compliance with emergency response requirements.
- Offered for transportation in commerce two shipments of hazardous materials, which had leaked during conditions normally incident to transportation.
- Failed to provide initial general awareness, function-specific, safety, and security awareness training.

Gas company

Penalty amount: \$3,000

- Filled a DOT specification cylinder with a hazardous material that was past due for periodic requalification.

Butane gas company

Penalty amount: \$3,060

- Represented, marked and certified DOT specification cylinders as having been successfully requalified in accordance with the Hazardous Materials Regulations (HMR), while failing to create visual requalification inspection records and failed to retain a current RIN issuance letter on location.
- Failed to provide initial and recurrent general awareness/familiarization, security awareness, and in-depth security training.
- Offered and transported a hazardous material listed on a generic shipping paper while failed to list the total quantity of hazmat transported on hazmat shipping records.

Fuel company

Penalty amount: \$1,480

- Transported UN1075, Propane, 2.1, contained in a cargo tank motor vehicle (CTMV) that is required to be equipped with an off-truck remote shut-off device (OTRSD), while failing to check and test the OTRSD within 18 hours prior to the first delivery of each day.

- Offered and transported in UN1075, Propane, division 2.1 contained in cargo tank motor vehicle (CTMV) in which failing to create and maintain a monthly hose assembly and piping system report for each CTMV.

Petroleum company

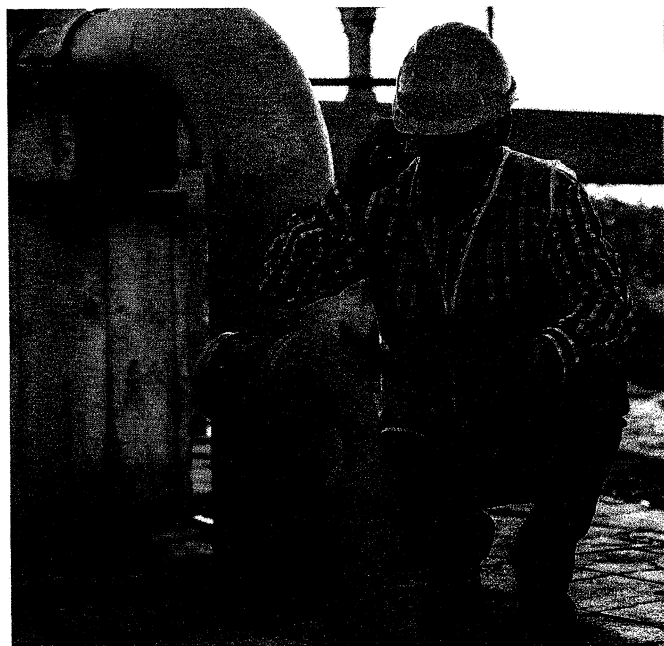
Penalty amount: \$4,300

- Offered UN1203, Gasoline, 3, PG II, that requires placarding under the provisions of the Hazardous Materials Regulations while failing to develop a hazardous materials security plan.
- Failed to provide initial security awareness, and function specific training.

Gas company

Penalty amount: \$1,400

- Allowed employees to perform functions subject to the HMR, while failing to provide the employee function specific training on a DOT Special Permit.
- Offered UN1170, Ethyl Alcohol, 3, PG II, packaged in UN certified 330-gallon IBCs marked UN 31HA1, when the IBCs had not been closed in accordance with the manufacturer's closure instructions. ♦



NOVEMBER 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: 1. Avoiding Incidents at Railroad Crossing to Help Keep Everyone Safe; 2. Violations & Enforcement

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