



LAMPTON-LOVE, INC.

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Date: October 16, 2024

To: All Branch Managers

From: Kelly Meeks
Safety Director

Subject: Branch Office Monthly Safety Meeting – October 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 October 2024. You may add topics, but please document the following topics:

Safety Meeting: (1.The Little Things, 2. Regulator Installation, 3. Tankless Water Heater Installation)

Dash Cam Policy: Review and have signed

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

TECH TIPS



The Little Things Matter

In the fast-paced world of propane, it's easy to get caught up in the big tasks and pressing issues. However, the little things truly matter.



This is an indoor hot water heater installed under a porch. This should be an outdoor unit.



This line was barely covered and exposed to harmful UV rays from the sun.



The vent of this regulator is located near a working window. This must be 3ft. away



This tag/label shows that the unit in the above picture is only to be installed indoors.



This could be a DOT or ASME tank. This tank should not be located closer than 5ft from any air intake.



This regulator is too close to an ignition source. It should be 5ft away.

Always verify that units are suitable for installation in the location requested by the customer.

It may require giving the service line a closer inspection to ensure everything is done correctly. In some cases, the propane tank or regulator could be installed too close to a source of ignition or an opening, which poses a safety risk. This could include proximity to vents, windows, or electrical outlets that could lead to potential hazards. A thorough review of these elements is essential to ensure the installation complies with safety regulations and industry standards, preventing any future issues or risks.

TECH TIPS



Regulator installation

Lets look at at the 5.10.3.1- PIPING OR TUBING USED TO VENT REGULATORS SHALL BE ONE OF THE FOLLOWING:

1. Metal pipe and tubing in accordance with 5.11.3
2. PVC conduit meeting the requirements of UL 651, Schedule 40, 80, Type EB and A Rigid PVC Conduit and Fittings
3. Flexible conduit meeting the requirements of UL 1660, Liquid-Tight Flexible Nonmetallic Conduit, with nonmetallic fittings meeting the requirements of UL 514B, Conduit, Tubing, and Cable Fittings
4. Flexible conduit meeting the requirement of UL 1660, Liquid-Tight Flexible Nonmetallic Conduit, with metallic or nonmetallic fittings as part of a manufactured assembly

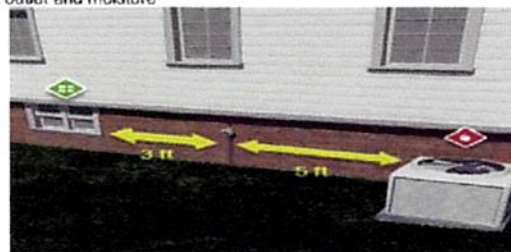
How far should a regulator be vented?



5 foot minimum relief discharge to any source of ignition or mechanical air intake

3 foot minimum relief discharge to any building opening, appliance vent outlet and moisture exhaust duct

NOTE: The CSA B149 says the clearances in all directions, both above and below discharge

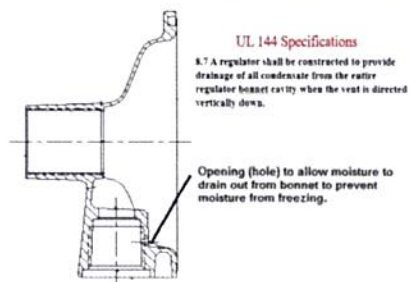


What is the minimum vent diameter?

The vent diameter must be equal or greater than the diameter of the regulator vent outlet. For the LV4403 & LV5503 series regulator this would be equal to 3/4" FNPT. For our LV3403 series the vent diameter would be equal to 3/8" FNPT.

How do I properly secure a RegO vent screen?

The LV960-8R1 vent terminations are available and easily secure the vent screen in place.



NECESSARY STEPS FOR VENTING:

1. The regulator must be installed with the vent facing down or under cover. Do not remove the bonnet from the regulator for proper placement. Regulators can be ordered in various vent orientations.
2. When removing the vent screen from the regulator vent opening; reinstall at the end of the vent termination.
3. The regulator vent termination must be installed at least 12-18 inches above the ground. In some applications, this distance may exceed 6 feet to exceed snow accumulation.

TECH TIPS



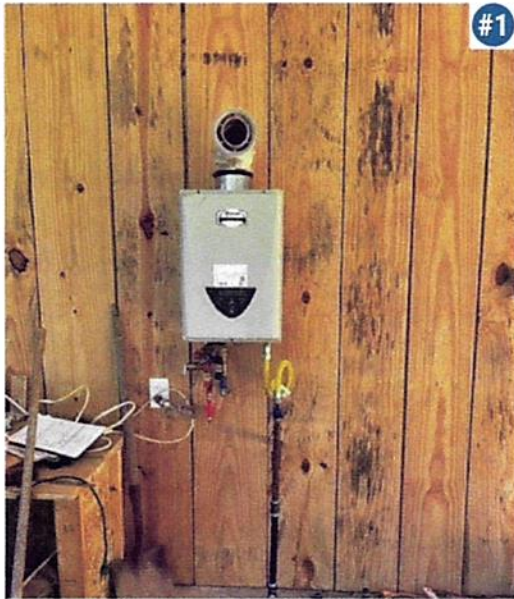
Tankless Water Heater installation

9.1.1.1

Listed appliances, equipment, and accessories shall be installed in accordance with Chapter 9 and the manufacturers' installation instructions.

Indoor vs Outdoor

When faced with challenging installations, such as under a porch or in a garage, selecting the right unit that meets the job requirements can be difficult. Let's review the two images below. #1 shows an indoor unit installed under a porch, while #2 features an outdoor unit installed in a three-sided enclosed garage.



This indoor unit was placed under a porch with 75% of the walls open to ventilation

So, which one do we need ?

- Is 75% of the wall open for proper ventilation? Gas-powered tankless water heaters require adequate ventilation to expel combustion gases, such as carbon monoxide (CO). Improper ventilation can result in CO buildup, which is hazardous.
- Do we meet the clearances? Follow the clearance requirements specified by the manufacturer and local codes to ensure safety, particularly regarding combustibles and ventilation.
- Does the unit have protection from elements? Under a porch, the unit will be more exposed to outdoor conditions than a traditional indoor setup, even though it's still covered. Ensure the unit is weatherproof or sufficiently protected from moisture, debris, and temperature variations.

Do we have proper ventilation?

This is critical for outdoor units, particularly when installed in partially enclosed spaces like a garage/carport, that is closed on three sides. Although the unit is located outdoors, the three walls can create a semi-confined environment where combustion gases (especially carbon monoxide) can accumulate.

Common clearances:

- 12-24 inches from sidewalls
- 36 inches from the ceiling
- 4-6 feet from doors, windows, or other openings.
- Ensure the unit is mounted at least 18 inches off the ground to protect it from potential water damage or debris.



This outdoor unit was placed in a carport with 75 % of the walls closed to vent out

TECH TIPS



Tankless Water Heater Installation

Manufacturers often use various methods to indicate whether a tankless water heater is intended for indoor or outdoor installation. Here are some common approaches:



Indoor unit

Indoor unit: Indoor units typically have a vent system for exhaust gases. They require either direct venting through a wall or vent pipes that lead outside. If you see an exhaust vent or flue vent attached to the top of the heater, it's likely an indoor model.



External/Outdoor unit

External/Outdoor unit: Outdoor units do not need venting. They are designed to vent directly into the open air and usually have a built-in, weatherproof design. An outdoor unit has louvered or perforated designs to allow airflow.



Some manufacturers label their tankless water heater units with specific letters to indicate whether they are designed for indoor or outdoor use. For example, a unit labeled with 'i' might be intended for indoor installation, while one marked with 'e' could indicate it is suitable for external/outdoor use. Image #1 has the letter (i) for indoor. Image #2 it has a (e) for external/outdoor.



OCTOBER 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. The Little Things, 2. Regulator Installation, 3. Tankless Water Heater Installation - Indoor vs. Outdoor; 2. Dash Cam Policy

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

Ergon, Inc.

Department ID: Lampton Love, Inc.

Level of Use: Information Use

Document #: LLOP-PO-002.00

Issue Date: October 10, 2024

Revision Date:

Dash Cam Policy

Summary of Revisions

Location	Description of Change
	New Policy

1.0 Purpose

This policy outlines the procedures and guidelines for the use of dash cam video footage recorded during the operation of company vehicles. The use of dash cams is intended to promote safety, protect our employees, and provide material for incident review, coaching, or legal defense when necessary.

Scope

This policy applies to all employees operating company vehicles equipped with dash cameras. By signing this document, employees acknowledge their understanding and consent to the terms outlined.

2.0 Policy**Dash Cam Use**

- Video Recording**

Dash cameras will automatically record video footage anytime the vehicle is in operation. Video clips may be captured before and after any event that triggers the dash cam, such as sudden braking, collisions, or other incidents.

- Camera View**

The dash cameras are forward-facing only and do not capture any footage from inside the cab of the vehicle. There is no internal monitoring of drivers inside the vehicle.

- Audio Recording**

The dash cameras installed in company vehicles do not have the capability to record audio. Therefore, no audio will be captured or stored.

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- **Use of Video Clips**

Video footage may be reviewed for the following purposes:

- Incident review in the event of an accident, near-miss, or triggered event.
- Coaching or driver performance feedback is aimed at improving safety and driving practices.
- Legal defense in the case of liability or claims made against the company or its drivers.
- Protecting our business and drivers from false claims, liability, or legal disputes

We do not engage in real-time monitoring of drivers through dash cam footage, except in cases of emergency where immediate intervention is required.

- **Handling and Care of Dash Cams**

Drivers are prohibited from altering, modifying, unplugging, or tampering with dash cameras in any way. Employees are expected to ensure the dash cameras remain in proper order. If any issues arise with the dash cameras, employees must immediately report the problem to management so the device can be promptly repaired or replaced.

Data Access and Sharing

- **Limited Access**

Access to dash cam video footage is restricted to authorized personnel within the company. This includes, but is not limited to, the safety department, HR, management, and legal counsel.

- **External Sharing**

Video footage will not be shared with anyone outside the organization unless it is deemed necessary for legal reasons or claims, or if required by law. In such cases, appropriate nondisclosure agreements will be signed by any external party receiving access to the footage.

3.0 Affected Areas

N/A

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4.0 Authority

Lampton Love, Inc.