

January 2005 Safety Meeting

Winter Safety Preparations

The toughest part of the year is fast approaching for everyone in the propane industry—WINTER! In the propane business, we're the busiest when the weather is the worst! The purpose of this meeting is to remind everyone of the importance of being prepared for the winter weather and that just because it's cold and nasty doesn't mean we can "let down our guard". Also, because you're on the road more, you will be exposed to more scrutiny from regulatory compliance officials. Listed below is a selection of checkpoints that drivers and other employees should review. Obviously, this selection does not cover the entire "universe" of risks but they should provide you with a good starting point to manage your exposure. The bottom-line is that it is possible to serve our customers in foul weather and return home safely after work!

Instructions:

Managers should review the following material with their employees. Encourage employees to add comments, input and questions that are specific to your operations. Encourage discussions that relate to poor weather conditions and the increased use of your trucks and equipment.

Bulk Storage Plant

- Ensure all travel lanes in and around the plant are free of clutter, obstacles and piles of snow (in the colder climates).
- Verify that your plant's ESV system is operational.
- Verify the bulk plant is free of leaks.
- Are flexible transfer hoses in good shape and are square o'rings and gaskets in place at ACME connections?
- Are signs clearly posted around your facility that warn against smoking and do they list after hours telephone numbers?
- Are all employees trained on emergency action plans in the event of an emergency?
- Is there sufficient lighting at the bulk storage plant for nighttime operations?
- Are gates and doors securely locked when employees are not present?

Driver/Truck Preparations

- Drivers should check their CDL and medical card to ensure each are current.
- Drivers are to be reminded of the prohibition of being under the influence of drugs or alcohol while on duty.
- Inspect all vehicles prior to leaving the plant to ensure they are safe for operation.
- Drivers should adjust rear view mirrors prior to leaving the bulk plant. Keep mirrors clean throughout the day.
- Vehicles should be sufficiently warmed prior to travel so the defroster can keep the windshield free of frost, fog, snow and freezing rain.
- Check to ensure all lights on the vehicle are operational.

- It's always a good idea to drive with your headlights on.
- Keep placards and labels clear of dirt and debris.
- Remain in attendance during liquid transfer operations, even if the weather is terrible.
- Check the condition and inflation of all tires.
- Remember that the road surface on bridges and overpasses can freeze quickly, therefore be extra cautious while traveling on these surfaces.
- Drivers should be reminded that the first 10 minutes of a rain storm is quite hazardous as road oil and related material can get extremely slick before it is washed away.
- Bobtails with off-truck remote controls should be checked prior to the first delivery to ensure these devices will shutdown the truck and ESVs in the event of an emergency.
- Drivers should check their trucks to ensure the following paperwork and equipment is immediately available:
 - Shipping Papers
 - Daily vehicle inspection report, including the previous day's report
 - Annual vehicle inspection report or label (cab and chassis)
 - State truck registration
 - Insurance verification
 - Comprehensive Emergency Operation Procedures
 - Emergency response guidelines (might be on the Shipping Papers)
 - DOT hazardous materials registration
 - Emergency reflectors
 - Chock blocks
 - Fully-charged fire extinguisher with visual means to determine the state of charge
 - Other company-required paperwork such as post-accident procedures
- Drivers should slow down when roads are slick and hazardous. Remember, the high center of gravity and weight of bobtails makes them more difficult to control especially when roads are slick.
- Never overfill a bobtail cargo tank or cylinder.
- Never drive through a roadway that is covered with water.
- Park a vehicle in a safe location if road conditions deteriorate to a point that it is unsafe to drive.
- Be cautious of entering into a customer's property when conditions are wet or obscured with snow cover. It's generally safer to pull a little more hose than try to get too close to a tank.
- Watch your footing while pulling hose or maneuvering cylinders. Wear boots/shoes that provide good traction and stability.
- Wear clothing that protects from the elements.
- Drivers should ensure that they are wearing propane-resistant gloves while transferring propane. Follow company policies relative to other personal protective equipment that might also be required.

- When hooking up to a customer's tank, clean the inner bore of the filler valve to reduce the likelihood of introducing snow, sleet or water to the inside of the tank.
- Always follow your company policies.
- Never smoke inside the cab of a propane truck or within 25 feet of a point of transfer.
- Ensure windshield wipers are operational and the rubber blades are in good condition.
- Ensure that you always have a good supply of windshield wiper solution.
- Keep a windshield scraper and brush inside the truck for easy access. Always clean truck windows of snow, frost and debris before entering the highway.
- Check your antifreeze concentration and radiator fluid level. Remember, low coolant levels can negatively affect your heater and defroster operation.
- Maintain a safe following distance between you and the vehicle ahead of you. Industry experts agree that you should maintain at least a 6 second interval between you and the vehicle ahead of you. This interval should be increased as the weather deteriorates.
- Always maintain the security of your vehicle and equipment. There are terrible people out there who might target the propane industry, don't let down your guard!

Winter Safety Preparations

Test

Name: _____

Date: _____

Instructions: Read and answer each of the following questions. When complete, grade the test and review incorrect answers so each employee is “armed” with the correct answers before they leave the training.

1. The first ___ minutes of a rainstorm are most hazardous because the road surface is quite slick.
 - a. 10
 - b. 15
 - c. 20
 - d. 25
2. Drivers can leave the vicinity a propane transfer operation as long as he/she looks at the bobtail once every 10 minutes.
 - a. True
 - b. False
3. Never smoke within _____ feet of a propane transfer operation.
 - a. 3
 - b. 5
 - c. 10
 - d. 25
4. All employees should be trained on their plant’s emergency action plans.
 - a. True
 - b. False
5. Why should the driver check and clean the inside bore of the filler valve prior to hooking up the delivery hose?

6. Cargo tanks can be overfilled in the winter because the cold weather will keep the truck’s safety relief valve from opening.
 - a. True
 - b. False
7. Flexible transfer hoses at the bulk plant should be inspected regularly for signs of wear and related problems.
 - a. True
 - b. False
8. Drivers should slow down when weather conditions deteriorate and in some cases get the vehicle off the highway if conditions become too poor.
 - a. True
 - b. False

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ANSWER SHEET

1. The first ___ minutes of a rainstorm are most hazardous because the road surface is quite slick.
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2. Drivers can leave the vicinity a propane transfer operation as long as he/she looks at the bobtail once every 10 minutes.
 - a. True
 - b. **False**
3. Never smoke within _____ feet of a propane transfer operation.
 - a. 3
 - b. 5
 - c. 10
 - d. **25**
4. All employees should be trained on their plant's emergency action plans.
 - a. **True**
 - b. False
5. Why should the driver check and clean the inside bore of the filler valve prior to hooking up the delivery hose? **Answer: to ensure water, snow, sleet and debris is not introduced inside the tank.**
6. Cargo tanks can be overfilled in the winter because the cold weather will keep the truck's safety relief valve from opening.
 - a. True
 - b. **False**
7. Flexible transfer hoses at the bulk plant should be inspected regularly for signs of wear and related problems.
 - a. **True**
 - b. False
8. Drivers should slow down when weather conditions deteriorate and in some cases get the vehicle off the highway if conditions become too poor.
 - a. **True**
 - b. False