

Safe Work Procedure Job Title: Refueling

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance/Custodial	Workplace Safety and Health Committee	December 1, 23	Annually

Potential Hazard	Risk level
Surfaces causing falls	Low
Moving machinery	Low
Chemicals / inhalations toxic fumes	High
Combustibles/flammables/burns/ fire/explosion	High
Environmental/spills	Medium

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> • Eye protection • Protective gloves 	<ul style="list-style-type: none"> • WHMIS training • On-the-Job training • Operations manual

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely:

General Safety Precautions

1. All instructions and warnings must be read and understood before fuelling equipment.
2. Ensure proper fuel is being put into equipment.
3. Only trained and competent workers may re-fuel equipment.
4. Ensure equipment is shutoff and emergency brake applied prior to refueling
5. A 30 lb. ABC dry chemical extinguisher must be located within 25 feet.
6. Attended the product transfer at all times – DO NOT leave the area while refueling is in progress.
7. Always fuel in a well ventilated area.
8. Ensure equipment is maintained and in safe working condition; it must not be altered in any way.
9. Avoid contact with skin. Most fuels contain know carcinogens. Wash skin thoroughly with soap and water in case of contact.
10. Avoid breathing vapors or mist.
11. Ensure there are no lit cigarettes, open flames, handheld devices or other sources of spark or static in the vicinity while fuelling.

12. If fuel splashes onto clothing, remove and allow for fuel to evaporate completely outdoors before washing. Thoroughly wash clothing before re-use.
13. Ensure you are 100 meters away from any water way, drain or ditch when refuelling.

Fuelling Vehicles at a Pump

1. Identify and ensure you know how to operate emergency fuel cut offs.
2. Ensure engine is turned off while fuelling.
3. Remove twists and small loops in the fuel delivery hose. They can cause the hose to fail or catch on bumpers as vehicles move around the pump islands.
4. Insert delivery hose nozzle firmly into the fill pipe of the vehicle. Maintain contact with the lever until the delivery is complete to reduce possibility of static electricity sparking.
5. Reinstall the cap on the fill pipe when delivery is complete. Place the nozzle back on the mount.
6. Fill small gas tanks (such as lawn mowers, motorbikes) slowly to prevent fuel from spilling and contacting hot engine.
7. Do not use the gas cap or other objects to hold the fuel delivery nozzle open.
8. Do not leave area unattended while fuelling.
9. To fill a canister at a pump, place it on the ground. Do not fill it on the truck bed or in the vehicle.

Fuelling with a Canister

1. Use a proper fuelling device at all times to avoid splashing fuel on the engine or frame of the equipment.
2. Use only CSA approved canisters.
3. Fill slowly and listen to air coming out of the can as the fuel pours in. As the can nears the full level, air will come out faster, and the pitch will get higher. Stop before the tank is full. Leave 5 percent empty to allow for expansion of the tank.
4. When the tank is full, let the fuelling nozzle drain for a few seconds before removing it from the fuel port to prevent dripping.
5. Replace the filler cap.

Cleaning Up

1. Avoid spillage on equipment or ground. If you have a spill, you **MUST** report to your supervisor or the person in charge.
2. Spills are to be contained immediately. Use oil dry or similar product on small spills.
3. Fuel spilled on hands or exposed skin shall be washed off as soon as possible,
4. Wipe up any spills or drips and allow any damp spots around the motor to evaporate before attempting to start the equipment.
5. Lock up any unattended pump to store portable fuel cans in a well ventilated area away from open flame or sparks.