**Safe Work Practice**

**TASK – Refueling**

**Only authorized and trained personnel may perform this task or those under the direction of a supervisor or another person who is fully trained and has sufficient experience in performing the work activity.**

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| **Hazards Present:*** fire/explosion
* absorption
* burns
* inhalations toxic fumes
* splash injuries
 | **Personal Protective Equipment****(PPE)****or Devices Required:*** protective eyewear / face shield
* protective gloves
 | **Additional Training****Requirements:*** WHMIS certification
* TDG Certification (if applicable)
* fire prevention/suppression training
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| **NOTE: Employers must ensure that workers have been consulted with and that all practices obtained from mySafetyAssistant™, operator manuals or other documents are thoroughly reviewed and altered as required to ensure they are applicable to your specific workplace, equipment, tools and your tasks!****General Safety Precautions**1. All instructions and warnings must be read and understood before fuelling equipment. Ensure proper fuel is being put into equipment.
2. Only trained and competent workers may re-fuel equipment; this includes WHMIS training.
3. Ensure equipment is shutoff and emergency brake applied prior to refueling
4. A 30 lb. ABC dry chemical extinguisher must be located within 25 feet.
5. Attended the product transfer at all times – DO NOT leave the area while refueling is in progress.
6. Always fuel in a well ventilated area.
7. Ensure equipment is maintained and in safe working condition; it must not be altered in any way.
8. Avoid contact with skin. Most fuels contain know carcinogens. Wash skin thoroughly with soap and water in case of contact.
9. Avoid breathing vapors or mist.
10. Fuel tanks must be grounded and pumps must be CSA approved.
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.

**Fuelling with a Can**1. Use a proper fuelling devise at all times to avoid splashing fuel on the engine or frame of the equipment.
2. 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.
3. When the tank is full, let the fuelling nozzle drain for a few seconds before removing it from the fuel port to prevent dripping.
4. 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.

**F** C:\Users\ICurrie\Documents\Magic Briefcase (SugarSync)\1Life\H&S\Safety-Signs-Corel\Original-Labels\H-ISO-Warning.png **Failure to follow Safe Work Practice may result in SERIOUS INJURY** **Report All Hazardous Situations To Your Supervisor Without Delay!** |
| **Guidance Documents / Standards /Applicable Legislation / Other:****Guidance Documents**:* Vehicle operations Manual
* Emergency shut-off manual

**CSA Standards*** CSA Z94.3-02 Eye and Face Protectors
* CSA Z94.2-02 Hearing Protection Devices

**Manitoba Workplace Safety and Health Regulation, MR 217/2006:*** Part 2.1.1 Safe Work Procedures
* Part 6.1 Personal Protective Equipment
* Part 35 Workplace Hazardous Materials Information System
* Part 36.5(1) Chemical and Biological Substances Application
 | **This Safe Work Practice will be reviewed any time the task, equipment, or materials change and at a minimum every three years.**

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| Completed / Approved By: |
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| Date Completed: |
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| SWP Last Reviewed / Revised by and date: |
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This Safe Work Practice has had the consultation of the following workers:

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

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