**Safe Operating Procedure**

**REFUELLING from jerry cans and drums**

* **Do not conduct refuelling activities unless you are authorised and have been instructed in safe work processes. Students under 16 years of age are not permitted to dispense fuel.**

**POTENTIAL HAZARDS**

* Fire and explosion - no smoking, sparks, naked flame or ignition sources (e.g. static, electric/electronic)
* Hot engine components, high ambient air temperature
* Absorption through skin/eye contact, inhalation of fumes via unsafe handling, storage and/or transfer of fuel
* Environmental contamination

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|  |  |  |  |  |  |  |  |  | Sunscreen | Other PPE (list): |
| [ ]  | [x]  | [x]  | [ ]  | [x]  | [ ]  | [x]  | [ ]  | [x]  | [x]  |

**PRE-START CHECKS**

* Set up the refuelling point outdoors in a suitable and well-ventilated location.
* Smoking, open flames or other sources of ignition are not be permitted within 25 m of refuelling activities.
* Review safety data sheet/risk assessment/ manufacturer instructions for machinery.
* Only use containers or dispensers with proper fuelling (e.g. cut off) nozzle, flexi hose or funnel to avoid spilling or splashing fuel.
* Confirm that all fittings, hoses, containers and tanks are in good condition and free of leaks and contaminants.
* Ensure the machine/equipment is turned off.
* Allow time for machinery to cool down before refuelling.
* Check you are using the correct fuel - label portable fuel containers with the content name e.g. ‘Petrol’, ‘Diesel’/use AS2906 (2001) approved containers.
* All vehicles and equipment are to have proper fuel caps fitted.
* Know local emergency response processes e.g. raising the alarm/fire/spill/evacuation responses

**SPILL/SPLASH MANAGEMENT**

* Never leave nozzles or valves unattended when dispensing fuel.
* Wipe up any splashes or drips and allow any damp spots around the motor to evaporate before attempting to start the equipment.
* If a spill occurs while refuelling, cease refuelling, replace tank and filler caps and clean the spill up before vehicle/equipment is started or moved.
* Contain spills immediately. Use clean sand, oil-dry or similar product on small spills. Call emergency services for large spills.
* Wash hands/skin with soap and water as soon as possible after contact.

**REFUELLING**

* Ignition/starter to be switched to ‘off’ position.
* Maintain direct contact between hose/nozzle and the vehicle/equipment fuel port during refuelling to prevent static discharge.
* Fill the tank slowly. If you cannot see the fuel level as it fills, listen to the air coming out of the tank as the fuel pours in. The pitch will get higher as the tank fills. Stop before the tank is entirely full to allow for expansion of the tank.
* Before removing the fuelling nozzle/hose from the fuel port, allow it to drain for a few seconds to prevent dripping.
* Replace both the tank and filler cap/pump nozzle.
* Wash your hands and face thoroughly after refuelling.

**PACKUP**

* Lock up any unattended pump.
* Return portable fuel cans to designated store.

**DO NOT**

* Do not dispense fuel into a vehicle or equipment while the engine is running.
* Do not tap metal nozzles on the fuel port to shake off drips - this may cause a spark and ignite the fuel.
* Avoid refuelling under extreme temperature conditions or into hot engines as this may cause rapid vaporisation of fuel and potential vapour explosion.