

SAFE OPERATING PROCEDURE

Task / Equipment Description: Fuelling
















Potential Hazards and Risks:

- Fire and explosion
- Absorption
- Inhalation of fumes / asphyxiation
- Eye exposure - splash injuries

DO NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE):

PPE	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	Face Visor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Apparatus	Hi-Vis Apparel	Full Body Clothing	Harness
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	✓	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	✓	<input type="checkbox"/>

ALWAYS

Wear correct PPE for the refuelling process

Ensure correct fuel is being used for the machine.

Diesel - Yellow

Petrol – Red

2 stroke - Green

Fuel in a well-ventilated area

Monitor refuelling process at all times.

Keep an updated copy of the Safety Data Sheet (SDS) accessible at all times (hardcopy or electronic)

NEVER

Never allow smoking, naked flames or ignition sources near fuel (remember it's the vapour that ignites)

Never kink the fuel hose to restrict or cut off the flow of fuel.

Never refuel while machine is hot

Never refuel while the machine is running

This document does not replace training; it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.

Safe Operating Procedure:

Pre-Operation – Safety Checks:

- Ensure the area is well ventilated when fuelling vehicles or equipment.
 - Ensure the machine engine is turned off and cool before refuelling.
 - Check the fuel tank placard to ensure you are filling with the correct fuel.
 - Check there are no lit cigarettes, open flames, mobile phones or electronic handheld devices or other sources of spark or static in the vicinity while fuelling.
 - Examine all fuel hoses, nozzles, connections and couplings and make sure there are no leaks.
 - Locate and be familiar with ON/OFF switches, taps and controls.
 - Identify and ensure you know how to operate emergency fuel cut-off switches and valves
 - Ensure there is a suitable fire extinguisher within 5 m of the fuelling area.
 - Ensure all guards are fitted, secure and functional.
 - Faulty equipment must not be used. Report suspect machinery immediately.
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Operation – Safety Procedure:

- Remove the filler cap. Avoid getting water and debris into the fuel tank.
- Keep the metal fill nozzle in contact with the lip of the tank to eliminate any static accumulation.
- Adjust the nozzle trigger to suit the particular fuel flow requirements.
- Always check the fuel flow at regular intervals during normal operation.
- Never kink the fuel hose to restrict or cut off the flow of fuel.
- Report any fuel spills immediately and begin use of spill response/ recovery kit.
- If fuel splashes onto clothing, remove and allow for fuel to evaporate completely outdoors before washing. Thoroughly wash clothing before re-use.
- Immediately report any leaks that are observed. Do not use the machine

FUELLING WITH A CAN

- Observe all safety procedures above.
 - Use a proper fuelling nozzle or funnel to avoid splashing fuel on the engine or frame of the equipment.
 - 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.
 - When the tank is full, let the fuelling nozzle drain for a few seconds before removing it from the fuel port to prevent dripping.
 - Replace the filler cap.
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