

Date Revised:	May 2019	Overall Task Risk Rating: C
Description:	Activities conducted during the fueling and refueling of fuel powered tools, equipment, vehicles, and machinery.	
Location(s):	Shop, Asphalt Plant & Construction Sites	
Associated Documents: Manual Material Handling WTS, Hazardous Agents WTS, Fire Extinguishers WTS		

RED FLAGS (HOLD WORK UNTIL CORRECTED):

Note:

- If the equipment is not shut off, do not commence fueling / refueling operations
- Do not continue if there is a source of ignition (i.e. a spark, smoking, hot work) in close proximity

PERSONAL PROTECTIVE EQUIPMENT (CSA APPROVED)

Head Protection	Foot Protection	High-Vis Protection	Hearing Protection	Hand Protection	Eye Protection	Respiratory Protection	Skin Protection	Face Protection	Fall Protection
<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"/>	<input type="checkbox"/>

Note: No specific PPE required.

- When in the Shop one must adhere to the minimum Shop PPE Requirements: Safety Boots
- When onsite one must adhere to the minimum site requirements (i.e. Safety Boots, Hard Hat & High Visibility Protection. Safety Glasses when necessary)
- Gloves are to be worn when fueling / refueling the fuel truck

SAFE WORK PRACTICES (SWP)

General Fueling and Refueling Practices:

- If you are not familiar with the safe use of any machinery or equipment, ask your Foreman / Superintendent for assistance
- Refer to the owner's manual for safety and maintenance information specific to the vehicle, machinery or equipment
- Ensure equipment / vehicle is shut off before commencing fueling / refueling
- Ensure that an appropriate Spill Kit is readily available
- Keep machines and equipment clean and report any leaks or other noticeable defects
- Have Operator shut off equipment and set attachment to rest or park before fueling operations commence
- Insure proper grounding of fuel truck and equipment

Fueling / Refueling Attendant:

- All dispensing or transferring of fuel is to be attended for the duration of the operation
- The attendant must be aware of proper fuel handling procedures to minimize the risk of a spill
- Continuously scan the area adjacent to the fueling operation for possible leaks or spills

Fueling / Refueling materials:

- The transferring and dispensing of fuel will be done with pumping equipment, an approved hose, and top-fill nozzle
- When unreeling a fuel transfer hose and nozzle, the nozzle must be in the upright position
- The nozzle shall be kept clear of the ground when returned to the reel or storage position
- Ensure a proper connection between the fuel fill hose and the fill pipe of a highway tank, mobile refueling tank, or equipment being filled

Capacity:

- The transfer of fuel must be stopped prior to overflowing, leaving room for expansion
- Mobile refueling tanks and fuel tanks on vehicles and equipment are not to be overfilled

Storing Fuel on Construction Sites:

- Where the circumstances require, fuel may be stored in an approved mobile refueling tanks, or portable fuel containers
- All mobile refueling tanks and portable fuel containers are to be properly labelled in accordance with TDG and WHMIS
- Fire extinguishers shall be located near the fuel storage areas and be of a suitable type and size to permit the evacuation of workers
- Smoking will not be permitted in the area of the fuel storage and "No Smoking" signs will be posted
- Appropriate emergency spill equipment will be available in the fuel storage area
- No "hot work" shall take place in close proximity of a storage zone
- Ensure stationary storage fuel tanks are vented
- Inspect the tanks daily for leaks and defects

Training:

- Employee Orientations (including roles, responsibilities, applicable workplace task standards, WHMIS, etc.)
- Workers exposed to, or required to work with WHMIS controlled products/material, must be trained in WHMIS accordingly
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Personal Protective Equipment:

- Workers on construction projects must wear, at a minimum, head, foot and high visibility protection. Eye protection when necessary
- Full face protection is required when completing tasks that may cause debris / objects to dislodge or become airborne
- Workers must adhere to all requirements of legislated regulations when handling specific designated substances
- Workers must wear all PPE listed in specific materials MSDS / SDS

JOB HAZARD AND RISK ANALYSIS		RISK RATING SYSTEM
		A High risk of injury or equipment / property damage. B Medium risk of injury or equipment / property damage. C Low risk of injury or equipment / property damage.
TASK HAZARDS	TASK CONTROLS	RATING
• Lack of, or Improper, Training and Education	• All equipment operators must be competent, and hold valid training certifications	C
• Lack of Site Planning and Storage Knowledge	<ul style="list-style-type: none"> • Store fuel containers in a secure and upright position • Ensure material storage is not blocking in access/egress • Fuel containers must be stored in a well-ventilated area 	C
• Improper Lifting	<ul style="list-style-type: none"> • Use proper material handling and mechanical techniques • Avoid highly repetitive movements 	C
• PPE Not Worn	• Drivers must wear the appropriate construction PPE if they get out of their truck in construction area (CSA Boots, Eye Glasses, High Visibility Vest & Hard Hat)	C
• Chemical and Material Spills	• Ensure the availability of a Spill Kit in close proximity to fuel storage and refueling operations	C
• Flammable Chemicals and Material	<ul style="list-style-type: none"> • Refueling must be completed outdoors and away from heat source, sparks or flames • Ensure all equipment and vehicles, are shutdown prior to commencing fueling/refueling activities • Ensure a 4A40BC fire extinguisher is in close proximity 	C
• Lack of or Poor Signage	• Ensure posted and visible signage directing "NO SMOKING" near fuel storage or where fueling operations are occurring	C