

SAFE JOB PROCEDURE

Job Description: Filling Propane Tanks

Hazards Present: Freeze Burns, Fire Hazard

PPE Required: Neoprene Gloves, Fire Extinguisher, Full Face Shield

Note: Persons doing this job must be trained and certified, demonstrate operational competency, and be familiar with the use of a fire extinguisher.

SAFE JOB PROCEDURE

1. Conduct a pre-starting inspection of equipment and work area;

- ✓ Make sure there is an adequate supply of propane in the main supply tank.
- ✓ Make sure that there is no source of ignition present, if vehicles are parked in the vicinity of the storage tank the ignition must be off during the filling of tanks.
- ✓ Ensure that the work area is free of debris and clutter, make sure that the exit route is clear.
- ✓ Inspect the filling hose for signs of wear or damage, if damage is suspected notify the supervisor immediately.

2. Place the propane tank to be filled onto the scale;

- ✓ Inspect the tank for dents, rust, proper labeling, and date (a tank older than 10 years can not be filled).
- ✓ If a tank is damaged, do not fill it, tag the tank and notify the supervisor immediately.

3. Select the appropriate weight on the scale;

- ✓ Read the "tare weight" located on the protective collar of the tank, then add the weight of propane required to determine the correct scale setting.
- ✓ Ensure the scale is unobstructed; failure to do this could result in the tank being over filled.

4. Connect the filling hose to the tank;

- ✓ Use the appropriate fitting for the tank you are filling (either liquid, vapor, or forklift tank).
- ✓ Make sure are secure to avoid leaks; use the supplied wrench/or leak detection fluid.

5. Fill the tank to the specified weight;

- ✓ Open the main supply valve; turn the pump on, lift the filling lever, then open the valve on top of the tank.
- ✓ Observe the scale while the tank is being filled.
- ✓ When the tank reaches the desired weight, close the filling lever, close the valve on top of the tank, turn the pump off.
- ✓ If no further tanks are to be filled, close the main supply valve,

6. Disconnect the filling hose from the tank;

- ✓ Use the supplied wrench to loosen the fitting; replace wrench and all couplings to their proper storage locations so they will be ready

7. Conduct a post operational inspection;

- ✓ Re-inspect work area, report any suspected damage immediately
- ✓ Maintain good house keeping and clean up your work area.