

# Safe Work Procedure

## Fueling Vehicles

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

<b>Hazards Present:</b>	<b>PPE or Devices Required:</b>	<b>Additional Training Required:</b>
Eye injury Fire/Explosion hazards Burns	Steel toed boots Eye protection Hand protection	

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"><li>1 Bring vehicle to pump</li><li>2 Shut off ignition, extinguish any smoking material, leave cell phone in vehicle</li><li>3 Remove fill cap</li><li>4 Insert nozzle in to tank and flip lever to on position</li><li>5 Fill until click is heard or to desired amount then turn lever to off position</li><li>6 Place nozzle back on holder and replace the fill cap</li></ol>

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***

### **REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR**

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations: 6 Personal Protective Equipment 19 Fire and Explosive Hazards 35 Workplace Hazardous Materials Information Systems	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years
	Reviewed By Worker Rep/WSH Committee:  Date: