

LANSARD BROS. ROOFING LTD. – SAFE JOB PROCEDURES

Job Description: Filling Propane Tanks
Hazards Present: Freeze Burns, Fire Hazard
PPE Required: Neoprene Gloves, Fire Extinguisher

Note: Operators of equipment must be trained, demonstrate operational competency and/or have received approval from their immediate supervisor. Operators must be wearing the proper PPE as required and be familiar with the location of the nearest exit, first aid station and 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 there are no sources of sparks or ignition present; if vehicles are parked at the loading dock, make sure ignition is turned off
- Ensure the work area is free of debris and clutter, make sure there are no tanks blocking your exit route
- Inspect the filling hose for signs of wear or damage; if damage is suspected, prevent hose from further use and notify the immediate supervisor

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 you notice or suspect damage to a tank, do not fill; prevent further use of tank and notify the immediate supervisor

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 a tank being overfilled

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 all connections are secure to avoid leaks; use the supplied wrench and/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 filling
- 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 are readily available for their next use
- Remove propane tank from the scale; be sure to use proper lifting technique to avoid back strain

7. Conduct a post operation inspection

- Re-inspect work area, report any suspected damage to the immediate supervisor
- Maintain good housekeeping and clean up your work area