

Tank Refuelling Policy



Safe handling of fuel is everyone's responsibility. Improper handling of fuel can result in death or serious injury. In addition, fuel released into the environment can contaminate soil, groundwater and surface water resulting in costly cleanups. Contaminated groundwater supplies may also sicken or even kill wildlife that drinks or lives in the polluted water.

The primary cause of most fuel spills is human error. Here are some very simple steps that can reduce the risk of a spill during tank refuelling. All workers *must* follow these steps to ensure safe fuel handling during the filling of all fuel tanks. Failure to do so may result in discipline up to, and including, termination.

- Never leave a fuel hose unattended when refuelling your tank. Workers must remain near and in constant view of the transfer nozzle and fill pipe when filling a tank with fuel.
- Don't rely on automatic shut-off valves to regulate the flow of fuel to your tank. Know how much fuel your tank needs. If you're aware of the amount of fuel your tank requires, you can monitor and control the flow of fuel into your tank.
- To the extent possible, refill fuel tanks during daylight hours only.
- Always use an oil absorbent cloth or pad to catch small drips when refuelling, particularly when you remove the fuel nozzle from your tank. Even little drips can contaminate soil, groundwater or surface water.

- Don't top off your tank.
- If a spill, leak or other emergency occurs, stop refuelling immediately and advise your supervisor of the situation.