

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.

REGULATORY COMPLIANCE AND EMERGENCY RESPONSE

Tank refuelling operations must comply with all applicable Canadian federal and provincial occupational health, safety, and environmental regulations. These requirements include, but are not limited to, Occupational Health and Safety legislation, environmental protection and spill reporting requirements, and Transportation of Dangerous Goods regulations where applicable.

In the event of a spill or release of fuel, workers must immediately stop refuelling, initiate spill containment using appropriate materials, and follow the organization's spill response and emergency procedures. Spills must be reported promptly to supervisory personnel and to regulatory authorities as required by applicable federal or provincial regulations.

TRAINING REQUIREMENTS

Only workers who have received appropriate training in safe fuel handling, spill prevention, emergency response procedures, and hazardous materials awareness may perform refuelling activities.

STATIC ELECTRICITY AND IGNITION CONTROL

Before beginning refuelling, ensure that all equipment, containers, and transfer systems are properly bonded and

grounded to prevent the buildup of static electricity. All potential ignition sources must be controlled or eliminated during refuelling operations.