

City of Belleville Fire Department

Number: 7002

POLICY:

It is the policy of the Belleville Fire Department that standard procedures be followed when fueling vehicles and portable containers at Public Works Yard.

Date S.O.G. Comes Into Effect: May 24, 2017

Date S.O.G. Revised: May 24, 2017

Date Committee Approved S.O.G.: May 24, 2017

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GUIDELINE

1:00 **Purpose:**

1:01 To ensure safety to all personnel when fueling all department vehicles and portable containers

2:00 **Procedures:**

2:01 **Safety Precautions**

- Safety glasses and rubber gloves should be used when fueling vehicles and portable containers.
- Turn cell phones off.
- No smoking allowed within 30 metres of fuel pumps.
- Emergency stop button is located on the key pedestal.

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- Emergency electrical shut off button is located on the outside wall of the weigh scale house.
- You must remain in attendance until refueling is finished.
- Do not alter the nozzle or insert objects that modify operation.
- Do not overfill fuel tank, ease up on nozzle trigger when filling the top portion of the tank.
- All portable containers must be CSA approved.
- The eye wash station is located in the scale house (normally open Monday to Friday 7:30am-16:30pm).
- Use of Cell Phones while refueling is prohibited.
- Pump #3 (gasoline) will not operate at the same time as Pump #2 (diesel).

2:02 **Procedures for Fueling Vehicles**

- Drive slowly when entering and exiting the fuel dispensing area.
- Stop vehicle at the appropriate pump and turn off ignition.
- At the Key pedestal enter your employee number, insert vehicle chip key and remove, enter your 4 digit PIN and enter fuel pump number (#1 coloured diesel, #2 clear diesel, #3 gasoline) you want.
- Remove nozzle from authorized pump and turn lever on to activate pump.
- Begin fuelling vehicle.
- When fuelling is complete, turn lever to off position and return nozzle to pump.
- Ensure vehicle tank is capped.

2:02 **Procedures for Fuelling Portable Containers**

- Drive slowly when entering and exiting the fuel dispensing area.
- Stop vehicle at the appropriate pump and turn off ignition.
- Remove portable container from vehicle and place on concrete pad.
- At the Key pedestal enter your employee number, insert vehicle chip key and remove, enter your 4 digit PIN and enter fuel pump number (#1 coloured diesel, #2 clear diesel, #3 gasoline) you want.
- Remove nozzle from authorized pump and turn lever on to activate pump.
- Begin fueling portable container.
- When fueling is complete, turn lever to off position and return nozzle to pump.
- Ensure portable container is capped.
- Return capped portable container to vehicle and secure.

2:03 **Emergency Procedures for Spills**

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- Any spills less than 5 litres can be treated with absorbent (located at fuel pump island) without notifying the Public Works Yard Duty Foreman.
- Any spills over 5 litres must be reported to the Public Works Yard Duty Foreman.
- If a major spill happens, push emergency stop button, advise everyone to leave vehicle(s) and move a safe distance away.
- Do not allow other vehicles to enter the spill area.
- If clothes or bunker gear become contaminated with fuel, keep clear of any ignition source and remove clothing/bunker gear as soon as possible and notify Officer in charge.

2:04 **Fire, Explosion or Personal Injury**

- For any of the above incidents, the Public Works Yard Duty Foreman shall be contacted.

3:00 **Scope:**

3:01 It shall be the responsibility of the Captain/ Officer in charge of each shift to ensure that this guideline is explained and followed.

3:02 It shall be the responsibility of **all employees** to understand and adhere to this guideline.

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