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## Safe Job Procedures

<b>Name of Job:</b> <b>Refueling Trucks and Mobile Equipment</b>	<b>Development Date:</b> <b>March 30th, 2011</b>	<b>Developed By:</b> <b>CSNS</b>
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### Possible Hazards Present

Fire/ Explosion	Skin exposure	Inhalation of toxic fumes
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### Personal Protective Equipment (PPE) and Devices Recommended

Steel toed boots	Nitrial gloves	Splash goggles
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### What is a proper safe job procedure to follow?

- Park vehicle parallel to the fuel pump. Position the vehicle to have its fuel tank opposite the pump.
- Apply maxi brakes.
- If operating a gas engine, shut engine off before starting the fuel pump.
- When using the card lock system, follow the instruction on the screen.
- Make sure the pump meter is returned to zero before pumping.
- Place the nozzle of the hose in the fuel tank of the vehicle, start the pump, fill the tank by depressing the lever on the nozzle. Do not overfill the tank, or use any device to hold the nozzle open while fueling.
- When the fuel tank is filled, shut off the pump and place the nozzle back on the mount.
- Record the fuel used on your time card, or get the print out from the card lock system. Turn this information in at the end of the day.
- Any spills are to be contained immediately. Use oil dry on any small spills. Absorbent pads are to be used on larger spills. All spills are to be reported to the office.
- Fuel spilled on hands or exposed skin shall be washed off ASAP.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at [constructionsafetyns.ca](http://constructionsafetyns.ca) or 1.800.971.3888.