**Safe Job Procedure Refueling Trucks and Mobile Equipment**

| **Department/Area:** | **Approved by:** | **Date Created:** | **Review/Revision Date:** |
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| insert text here |  |  |  |

| **Potential Hazard** | **Risk level** |
| --- | --- |
| Awkward/sustained postures - bend, reach, lift |  |
| Forceful exertions - lifting |  |
| Repetitive movements |  |
| Vibration |  |
| Compression |  |
| Sharp points/edges - sharp materials |  |
| Pinch points - bin lids |  |
| Materials falling - bin lids |  |
| Surfaces causing falls - icy, snow in winter |  |
| Moving machinery |  |
| Chemicals |  |
| Biological pathogens - contact with waste |  |
| Electrical |  |
| Extreme heat/cold |  |
| Noise |  |
| Combustibles/flammables |  |
| Risk of falling |  |
| Other |  |

| **Risk control devices, personal protective equipment, and other safety considerations** | **Training/Reference info** |
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|  |  |

1. Park the vehicle parallel to the fuel pump. Position the vehicle to have its fuel tank opposite the pump.
2. Apply maxi brakes.
3. If operating a gas engine, shut the engine off before starting the fuel pump.
4. When using the card lock system, follow the instructions on the screen.
5. Make sure the pump meter is returned to zero before pumping.
6. 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.
7. When the fuel tank is filled, shut off the pump and place the nozzle back on the mount.
8. Record the fuel used on your timecard or get the printout from the card lock system. Turn this information in at the end of the day.
9. Any spills are to be contained immediately. Use oil to dry on any small spills. Absorbent pads are to be used on larger spills. All spills are to be reported to the office.
10. Fuel spilled on hands or exposed skin shall be washed off ASAP.