

SHE-IHG-SWOP

Safe Work Operating Procedure

Fuel Handling & Storage



** NB: Use this form for the relevant information only. It is not to be altered in any way.*

This SWOP outlines the Metcash safe and approved work method for fuel handling and storage on a Metcash/IHG Site.

Key Hazards	• Inhalation of Fuel vapours • Fire and Explosion • Contact with Fuel Skin/eyes /ingestion • Asphyxiation • Burns / Death.	• Skin irritation • Manual Handling tasks (lifting /lowering, repetitive movements, twisting, bending and awkward positions). • Transfer of virus/infection from contact with shared equipment/surfaces.
Key Identified Controls	 Hi vis clothing must be worn, vests closed  Protective gloves must be worn (Chemical resistant)  Respiratory protection must be worn  Eye protection must be worn	Operator training should include: • Workplace induction • Daily pre-operation checks • Safe Work Operation Procedure • Correct storage, maintenance and transport of fuel, Approved storage containers • Emergency response (including how to use a fire extinguisher, first Aid) • Safety Data Sheet (SDS). • Nature of hazards • Fitting of personal protective equipment • Manual handling training • Housekeeping including Spill and Spill Kit use • SOT (Safety Observation Tour) • ATR (Associate Technique Review) • Hazard reporting/ Lockout/ Tag Out (LOTO) • Signage • Ignition sources • Maintenance/leak testing

PRIORITY ITEMS

Fire Extinguisher use:

- Only attempt to extinguish fire if it can be put out safely and quickly. If unsure **EVACUATE**
- Consider if electricity is involved (Do not use water)
- Select the appropriate fire extinguisher for the material burning
- Pull pin from handle
- Quickly test by squeezing the handle
- Aim the nozzle at the base of the fire
- Squeeze handle and move nozzle in a sweeping motion until fire is extinguished.

NOTE: Ignition sources can include the following:

Pilot lights, electrical equipment/motors, power points, static electricity discharge, battery charging, fuse/switchboards, fans, air conditioners, sparks from grinders, open flames, lit cigarettes, and mobile phones.

WARNING: If in doubt – Evacuate immediately.

For large spills – contact Emergency Services immediately (000)

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SAFE WORK OPERATING PROCEDURE INSTRUCTIONS	PHOTOS/DIAGRAMS
Pre-inspect fuel containers and refuelling equipment: - Inspect all containers for damage or corrosion – if detected – do not use. - Check there are no ignition sources close to work area. - Area is well ventilated. - Assemble/attach equipment as required – check connections are tight, and seals are clean. - Conduct leak testing. If leaking – check attachments and re-test. If still leaking – do not use. Storage: - Storage and handling of flammable liquids should be carried out in accordance with AS 1940 The storage and handling of flammable and combustible liquids - Flammable liquids must be identified with signage including quantities stored at the location - All fuel stored will be considered as having the same classification as the flammable liquid with the lowest flashpoint. - Fuel should be kept in a cool, well-ventilated place protected from weather and unauthorised access wherever practicable. - All sources of ignition are to be eliminated from fuel storage areas. - Fuel containers should be approved to AS/NZS 2906 Portable Fuel Containers Metal & Plastic.	
Transporting Fuel: - All fuels must be transported in approved, sealed containers. - Ensure that containers are earthed to prevent static build up during transport. - Do not transport fuels in vehicle passenger cabins. - Ensure placarding requirements for transporting fuel in cans. - Label all containers clearly with the contents. - Fuel containers are to be secured from movement or accidental damage. - No smoking or ignition sources. - Provide adequate ventilation.	
Fuel use: - Ensure filling/re-fuelling is undertaken in well-ventilated areas. - Correct prescribed PPE is worn - Refuelling equipment and tools are kept away from operating vehicles, machinery, and equipment. - Suitable fire extinguishers located at refuelling area. - Shut down machinery and allow cooling down before refuelling. - Use funnel, nozzle to refuel, avoiding spills and overfilling. - Avoid contact with skin and eyes. Eliminate all ignition sources from refuelling area.	
Emergency response – fuel spill – no fire: - Stop the source of the spill, leak, or release. - If it is possible and it is safe to do so - stop the spill or release from spreading. - Turn off any ignition sources if safe to do so. - Evacuate all unnecessary personnel. - If possible, contain the spill.	

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- Place inert, non-combustible, absorbent material onto spillage.
- Use clean non-sparking tools for material collection; put into a labelled container.
- Use gravel or other material to stop fuel entering drains/water courses.
- Clean up spill as required.
- Dispose of as per SDS instructions and local waste facility or following EPA directives.

Emergency response – fuel spill - Fire

- Only if safe to do so, commence firefighting.
- Call 000.
- Evacuate all non-essential persons.
- If fire is contained –Commence emergency response plan.



! Do not attempt to extinguish flame if fire engulfs fuel containers – evacuate immediately.

First Aid/PPE:

- Ensure operators have access to First aid equipment / wash up facilities and clean water.
- Wear additional PPE when there is any risk of splashing:
 - Chemical splash goggles, chemical resistant gloves/safety boots.
- If clothing is splashed with fuel, change it immediately.
- Avoid breathing vapours or contact with fuel.
- Petroleum products contain amounts of aromatic hydrocarbons that can be smelled in the vapours.
 - Acute effects of hydrocarbon vapours may be dizziness, nausea, headache & vomiting.
 - If this occurs remove yourself from the area and avoid driving a vehicle or operating machinery until fully recovered
 - If a severe case of hydrocarbon vapour occurs, seek medical advice as soon as possible.



Do not eat, drink, or smoke after handling fuel until hands are washed thoroughly. Shower and wash immediately after work. Wash clothes in separate wash from other clothes.

Recommended Available PPE.

Recommended fuel resistant gloves are available to order from the warehouse:

Rhino Prohands Black Nitrile Disposable gloves

M10 Sku	HTH Sku	VPN	Description
728534	5764394	RHD55S	Glove Disposable Blk Nitrile 100pk Small
728533	5764386	RHD55M	Glove Disposable Blk Nitrile 100pk Medium
728532	5764378	RHD55L	Glove Disposable Blk Nitrile 100pk Large
728536	5764402	RHD55XL	Glove Disposable Blk Nitrile 100pk X Large



Associated Documents

A reference list of applicable Australian and New Zealand Standards, Codes of Practice and Metcash SHE System Framework Procedures, will be made available upon request.