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| Policy Manual | Authority: Approved by Council | Type: Transportation |
| | Effective date: July 9, 2020 | Revised date: July 9, 2020 |
| | Policy No. 400-20 Fueling Equipment | |

R.M. of Browning No. 34

Policy No. 400-20 Fueling Equipment

July 9, 2020

Fueling Equipment

The fuel tank has been placed in the yard length wise facing east and west on the southeast side of the lot.

The fuel switch, meter, and filler nozzles are on the northwest corner of the tank.

Fuel should be pumped with the unit entering the fueling zone from the north with the unit facing south on the west side of the tank. Equipment must leave an appropriate distance to avoid any contact with the fuel tank. This area is known as the **Fueling Zone**.

Units should never back up after fueling and will be required to leave the fueling zone by continuing south toward the end of the lot and turning to the west and around the building to give clear visibility to the next unit in line.

The units waiting to fuel up should park in a line with a minimum space of five (5) metres apart, and wait until the fueling unit is out of the fueling zone before proceeding to fuel their unit.

No unit shall attempt to cut in line. Every unit should wait in line until the fueling zone becomes empty.

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If there is a reason for a fueling unit to back up, the driver must inform the driver of the unit behind them of this maneuver by a face to face confirmation along with asking to assist with hand signals to make the maneuver as safe as possible.

There should never be more than one (1) unit in the fuel zone at any time.

Proper PPE should be used during the fueling process.

Employees should be careful to avoid inhalation of fumes around the fuel tank.

No smoking or cell phone use is permitted in the fueling zone.

Employees must exercise caution to avoid over fueling and the possibility of spilling fuel.

Employees must ensure that nozzles and hoses are stored properly and the pump is shut off.

Any spills over one (1) litre must be reported to the Foreman or Supervisor for possible environmental hazard assessment and possible fire potential.

Document Revision History:

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