

# SAFETY AWARENESS

Brief Topic Safety Refresher Training For Associates

2024

## Refuel with Safety in Mind

For most employees, filling up a gas tank is a routine activity both at work and off the job. However, many people underestimate how dangerous it can be to refuel a vehicle or piece of equipment. Not only can improper refueling cause burns, fires or explosions, but the gasoline or diesel itself is also a hazardous substance with the potential for leaks and spills.

When refueling, always keep safety in mind. Follow these tips when refueling to ensure your protection.

- Stand by the tank so you can act quickly if something goes wrong.
- Do not refuel while smoking, while others are smoking or near any other open flames.
- Do not overfill or top off the fuel tank – 95% full is a good guideline for any type of vehicle or container.
- On hot days, allow extra room in the tank for the fuel to expand.
- Do not re-enter your vehicle during refueling, especially if the climate is cool/cold and dry – this may cause static electricity buildup.
- Turn off the engine and chock the wheels while filling up.
- Use only the hold-open latch provided on the pump.

### Refueling Portable Equipment or a Portable Container

- Place the container on the ground when refueling, never on the bed of the work vehicle.
- Keep the nozzle in contact with the fuel tank's inlet tube.
- Do not refuel in areas with heavy vehicle or foot traffic or in areas that have the potential for spills or fuel ignition.
- Use only approved containers.
- After filling, wipe off the container and ensure the cap is secure and the air vent is tight.

### Refueling Areas

- Clearly mark refueling areas to avoid the possibility of accidents, including spills or inadvertent ignition, and to warn others of possible fumes or exhaust.
- Clean up all spills immediately.
- Make sure there is a fire extinguisher available in the area before you begin fueling and that you know how to use it.
- Keep the entire area unobstructed, making sure equipment can enter and exit the area smoothly and that it is free of garbage and debris.

### In Case of Emergency

If a fire or spark occurs during fueling, leave the nozzle in the vehicle or equipment and quickly get as far away as possible. Notify the attendant to shut down the pump, use the emergency intercom at the station or use the emergency shutdown button to stop the flow of fuel.