

	WORK INSTRUCTION: Diesel tanks and refueling procedures.		DOC # SHEQ-AR-001
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Method Statement: Diesel Tanks and Refuelling Procedures

1. Scope of Work

This method statement describes the safe handling, storage, and refuelling procedures for diesel tanks on the construction site. It includes guidelines for refuelling equipment and vehicles, diesel tank setup and maintenance, and spill response.

2. Objectives

- To minimize fire, explosion, and environmental hazards.
- To ensure safe storage and handling of diesel fuel.
- To prevent spills, leaks, and other environmental damage.
- To comply with regulatory requirements and industry standards.

3. Responsibilities

- **Site Agent:** Ensure all personnel are trained and comply with this method statement.
- **Safety Officer:** Oversee safety inspections, provide training, and monitor compliance with safety practices.
- **Fuel Handler/Operator:** Responsible for handling and refuelling operations, ensuring adherence to procedures, and reporting any spills or issues.

4. Personal Protective Equipment (PPE)

- High-visibility vest
- Safety boots
- Gloves (diesel-resistant)
- Safety glasses or goggles
- Flame-resistant coveralls (if required)
- Spill kit and fire extinguisher on hand

5. Preparation and Setup

- **Diesel Tank Location:** Place diesel tanks at a designated, well-ventilated area away from ignition sources, with adequate access for vehicles and emergency equipment.
- **Securing the Area:** Install bunding (containment walls) around tanks to contain potential spills. Ensure the area is fenced, signed with “No Smoking” and “Flammable Liquid” signs, and accessible only to authorized personnel.
- **Grounding and Bonding:** Ensure tanks are grounded and bonded to prevent static electricity build-up during refuelling.
- **Fire Prevention:** Install appropriate fire extinguishers (Class B) near the refuelling area.

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- **Spill Control Kit:** Equip the area with a spill kit including absorbent materials, booms, and pads.

6. Procedure

A. Receiving Diesel Fuel Deliveries

1. Inspect the delivery vehicle and ensure it is equipped with spill control devices and fire extinguishers.
2. Verify that the fuel matches site requirements and inspect for any potential contamination.
3. Guide the delivery driver to the designated unloading area.
4. Use grounding and bonding cables to prevent static build-up between the delivery vehicle and the diesel tank.
5. Check the tank's level to prevent overfilling.
6. Carefully monitor the transfer to avoid spillage. The delivery driver and a designated on-site person must be present during the transfer.

B. Refuelling Procedure

1. **Preparation:**
 - Ensure that only trained personnel are allowed to operate refuelling equipment.
 - Position equipment or vehicle in the designated refuelling area and turn off the engine.
 - Inspect hoses, nozzles, and connections for wear, damage, or leaks before starting.
2. **Grounding and Bonding:**
 - Ground the equipment being refuelled and bond it to the fuel tank to prevent static electricity discharge.
3. **Refuelling Steps:**
 - Engage the nozzle securely, holding it throughout the refuelling process.
 - Avoid "topping off" to prevent overfilling and spillage.
 - If a spill occurs, follow the spill control procedure immediately.
4. **Post-Refuelling:**
 - Replace caps and secure all valves.
 - Clean up any minor spills, dispose of absorbent materials properly, and inspect the area for any signs of leakage or contamination.
 - Record refuelling details in the logbook, including date, time, amount of fuel dispensed, and equipment refuelled.

7. Spill Response Plan

1. **Minor Spills (less than 5 litres):**
 - Use the spill kit to absorb and contain the spill immediately.

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- Place used absorbent materials in a designated hazardous waste container.
- Report the incident to the Safety Officer and document it in the site log.
- 2. **Major Spills (more than 5 litres):**
 - Evacuate the area and restrict access.
 - Use booms to contain the spill, preventing it from reaching any drainage or soil.
 - Immediately notify the Safety Officer and Site Manager.
 - Contact environmental services for clean-up, if necessary.
 - Record the spill incident with detailed information and corrective measures taken.

8. Emergency Procedures

- **Fire:** Use Class B fire extinguishers for fuel fires. In case of large fires, evacuate the area and contact emergency services.
- **First Aid:** Provide first aid for burns or inhalation injuries and seek medical attention immediately if needed.

9. Environmental Considerations

- Ensure bunded areas are maintained and checked regularly to prevent contamination.
- Dispose of waste diesel and contaminated materials in accordance with hazardous waste disposal regulations.
- Regularly inspect tanks and refuelling areas for leaks and damages.

10. Training and Competency

- All personnel involved in fuel handling, storage, and refuelling must receive formal training on diesel handling procedures, spill control, fire response, and emergency measures.

11. Monitoring and Review

- Conduct weekly inspections of diesel storage and refuelling areas.
- Log all refuelling activities and review records monthly to ensure compliance.
- Review and update the method statement every six months or after an incident.

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