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| **Small Engine Refuelling** |
| **Date of approval:**  | **Management Signature** |
| This safe work procedure must be reviewed annually or any time the task, equipment or materials change. |
| DO NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor |
| Workers must be familiar with procedures specific to the equipment or machine being used. Consult owners / operator’s manual for your equipment. |
| Required Personal Protective Equipment and Devices:  |
|  | Eye Protection Required |  | Long or loose hair must be tied back or contained |
|  | CSA Approved Safety Footwear Required |  | No jewelry, watches, rings, necklaces etc. |
| **Potential Hazards:** Fuel is highly flammable. Spills of fuel may cause environmental damage. |
| **Safe Work Practice:**1. No smoking.
2. Stop the engine and let it cool down.
3. If possible, move the machine away from your work area.
4. Clean the filter cap and the area around it to prevent dirt falling into the fuel tank.
5. Use a funnel or adequate pour spout and clean fuel when refueling. Do not spill any fuel on yourself or the machine.
6. Wipe any fuel off the machine. Properly dispose of fuel-soaked cloth.
7. If any fuel is spilled on the ground, clean with disposable cloths or proper absorbent material. Properly dispose of soiled material as per local regulations.
8. If any fuel is spilled on clothing, change them straight away.
9. Put all fuel caps back on properly and move fuel cans to a safe cool place.

*In the event of an emergency or equipment malfunction, shut the equipment off and notify supervisor.***REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR/MANAGER OR EMPLOYER IMMEDIATELY** |