

Safe Operating Procedures

- ✓ No container shall be filled with product at a facility unless the container is approved, in safe condition, and is not filled beyond its nominal capacity.
- ✓ A portable container shall not be filled while the container is in a vehicle.
- ✓ A drum on a vehicle or trailer shall not be filled unless the drum is electrically bonded to the vehicle or trailer, and the vehicle engine is off.
- ✓ Class 1 product shall not be sold or used for cleaning or solvent purposes.
- ✓ Class I or Class II product shall not be dispensed at any facility by any person unless, that person is trained by the owner or operator of the facility in the proper use of equipment and procedures for dispensing product, and the person dispensing product remains in attendance at the vehicle during fuelling.
- ✓ Combustible materials including firewood / fire logs shall be stored for sale at least 3 meters from the pumps/dispensers at a facility. (This does not apply to lube oils and other materials essential to the fuel handling operation and the running of vehicles.)
- ✓ Non-combustible materials, such as beverages and other items for sale, which are not essential to the fuel handling operation, shall be kept in such a fashion so as not to interfere with the handling and dispensing operation.
- ✓ Electrically operated dispensing equipment shall be provided with an accessible secondary control switch installed so as to ensure that the electrical supply can be shut off. It is imperative that all persons involved in the dispensing operations at a facility be aware of the location of such switch.
- ✓ Any appliance or device that may be a source of ignition located on or within a vehicle located within 3 meters of the dispensing nozzle shall not be operated while the vehicle is being refueled.
- ✓ Product shall not be dispensed into the fuel tank of a motor vehicle while the engine of the motor vehicle is running.
- ✓ At every facility, there shall be a sign installed, clearly visible to all persons, which sets forth the types of portable containers acceptable for the filling of gasoline.

- ✓ At every dispensing facility, there shall be installed, visible to all persons as they approach the dispensing location, signage which shall in black letters, not less than 25mm in height on a yellow background, indicate "No Smoking - Ignition Off" or the international "No Smoking – turn Ignition Off" symbols in red and black at least 10 centimeters in diameter on a white background.
- ✓ If a spill occurs, notify your Manager / Supervisor and Owner of the Facility, as well as the Spill Action Centre - 1-800-268-6060.
- ✓ Every facility shall be provided with a minimum of two fire extinguishers, which are located so as to be readily accessible, and which are maintained to have an effective total rating equivalent to at least 20-BC. They must be tested and maintained in accordance with the requirements of the Ontario Fire Code.
- ✓ In the event of a fire or explosion at a facility or tank vehicle, the operator of the facility or license holder or driver of the tank vehicle shall:
 - immediately notify the emergency services,
 - immediately notify the Fuels Safety Division of Technical Standards & Safety Authority,
 - immediately notify the Chief Fire Official,
 - notify the local municipality, and
 - provide all information to the Director, as requested.