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|  **All Sites Gas Oil and Bulk Oils**  | Procedure No.002 |
| Amendment No  | Action  | Review Date  |
| 02 | First Issue  | January 2023 |
| 1. | SCOPE : GAS OIL AND BULK OIL  |
| 2. | Procedure detail purpose: To ensure the delivery and handling of gas and bulk oils is carried out in accordance with the below process.  |
| 2.1 | Delivery of Gas and Bulk Oil The procedure applies to all deliveries to any fixed tank or mobile unit situated in any part of the quarry. The appointed person must check all tank gauges before any discharge is made from the delivery tanker. Before connection the consignment ticket must be checked for the quantity and type of liquid being delivered and confirmed as correct, also the appointed person should confirm that there is sufficient room in the tank to accept delivery. The driver, during delivery, must stay with his vehicle at all times and must cease operation if any leakages appear from the equipment and from the pipe leading to the site tank. The driver must be aware of the fire extinguisher location at the tank site. After delivery the appointed person should check the tank gauge to confirm delivery., if any problem have been observed during the delivery the appointed should inform the site manager. The driver must also be made aware of the Emergency Response Plan Procedure for the site in the event of spillage and the procedure for cleaning the spillage up, if minor, including the location of oil/fuel absorbent materials. Direct the driver to the notice board. The driver must also be made aware of the Emergency Response Plan Procedure in the event of a major spillage and the contact name, radio/phone number of the person to be contacted. The responsible person must ensure that the driver has received these instructions. There is a strict No Smoking Policy that must be adhered to. |
| 2.2 | **Handling and Storage of Fuels/ Oils**  **Refuelling Mobile Plant** The person carrying out refuelling must remain with the nozzle at all times observing the operation. The fuel tank on the vehicle must be checked in order to estimate the amount of fuel required. The fuel nozzle is located to the side of the fuel pump, the nozzle along with the hose should be checked for leaks or damage. Keep the nozzle upright between the fuel tank and the vehicle tank to avoid spillage. Although an automatic cut out is fitted to the nozzle do not rely on it totally and be prepared for some splashes. After use, ensure that the nozzle is secured back in its place inside the bunded area and the pump is switched off. Any minor spillage must be cleared up in line with the emergency procedures using the spill kit located at the gas oil tanks. Anything major must be reported to the site manager and logged on the Environment Management System (SHE online report).When refuelling remote pumps or vehicles where it is impractical for them to travel to the refuelling point, extra care must be exercised. In the first instance the bowser should be used, if this is not possible then the gas oil should be taken from the pump using 25 litre barrels securely sealed. If using 25 litre drums then an emergency spill kit must be provided near to hand. Any leftover fuel must returned to the storage tank. **Fixed Plant** All oils and liquid must be stored in the bunded storage area in clearly marked and securely closed containers. No oils or lubricants should be stored elsewhere unless in sound containers which have securely closed caps. When containers are being moved about they must never be filled to their cap. Only measuring jug and beakers issued by the company can be used to carry oil and lubricants for refilling purposes. They must never be filled to their capacity or carried over any significant distance. When transferring oils and lubricant from barrels to smaller containers, a manual pump is to be used only unless the large barrel is fitted with a purpose made discharge tap. Any minor spillage must be cleaned up immediately using the spill kit provided. Anything major must be dealt with according to the Emergency Response Plan Procedures. **Receipt of Fuels and Oils** Only designated personnel shall receive deliveries of fuel and oils. Nothing is to be discharged or unloaded without the designated person being present and they must be there throughout the delivery. In the case of bulk fuels and oils the designated person must physically check the receiving tank to ensure there is sufficient room to accommodate the delivery.All hoses, connections, and bunds must be checked for leaks or damage and all barrels checked for damage. Any minor spillage must be cleaned up immediately using spill kits and anything serious must be dealt with under the emergency procedures mentioned above. **Disposing of Waste Oil** Waste oil should be deposited in the drums provided. The drums should then be emptied into the waste disposal unit, taking care to avoid any spillage, if spillage does occur the oil should be soaked up with oil absorbent granules, the granules should then be placed in the ‘special waste’ skip located at the workshop. The waste disposal unit should be switched on; the oil will then be pumped through the alcathene pipe to the waste oil tank. Once the tank is nearing its maximum capacity a member of management should be informed, who will contact the waste contractor via telephone and arrange for the tank to be emptied. This product is a special waste and should be removed as such and a duty of care waste transfer note should be obtained from the waste contractor and fully completed as required. There are various conditions associated with he handling of waste oil from dermatitis and cancer so it is vitally important that the following PPE must be worn; suitable gloves, HI Vis clothing, hardhat and eye protection. Also refer to the site rules in regards to PPE.  |

**DO NOT PROCEED WITH ANY TASK UNLESS SAFE TO DO SO**

I Authorised by Site Manger/ Director I I Date