BEST PRACTICE #BP096DF
TITLE: Fueling

PURPOSE:

When done properly, equipment fueling can be done safely and efficiently without equipment damage, environmental spills/leaks or undue safety hazards to fuel operation employees and coworkers.

PROCESS:

All Cajun Deep Foundation, LLC employees will follow this best practice unless an equal written plan is in place to address all hazards fully. It is required that team members performing this operation develop clear plans and communication with each other until all participants in the operation are clear on duties and responsibilities.

Table I	Task Specific PPE
Face Shield	
Rubber Gloves	

Table II	Task Specific Tools
Secondary Containment	
Fuel Hose & Nozzle	
20lb ABC Fire Extinguisher	
Absorbent Pads/Kitty litter	

Table III	Warning Labels			
FLAMMABLE	SPILL/LEAK	ELECTRIC SHOCK	SPARKS	HARMFUL

Table IV	General Rules and Requirements
** NO SMOKING AND NO CELL PHONE / RADIO USE **	
** REMAIN ATTENTIVE TO THE TASK AT ALL TIMES **	
** REPORT AND CLEANUP ANY SPILLS **	
** SET UP 20LB ABC FIRE EXTINGUISHER WITHIN 25FT AWAY FROM TASK**	
BEST WITH TWO PEOPLE, ONE AT NOZZLE AND ONE AT SHUT-OFF SWITCH	
** HAVE OPERATOR LEAVE EQUIPMENT OR SURRENDER KEYS**	
PERFORM 360° WALK AROUND	
MAINTAIN MIN 20' CLEARANCE BETWEEN EQUIPMENT*	

Table V	Pre-Task Guidelines	
Setup		
Steps(Setup)	***Hazards***	***Controls***
Place fueling rig with truck, UTV, sled (maintain min 20' clearance between fuel rig and operating equipment)	Equipment sliding, rolling, caught between/ Struck by	Place in park, set brake, or stabilize sled Adequate spotters
Inspect the equipment listed	Fuel ignition, contamination, splash, sparks	Use rubber gloves, face shield Ensure container is grounded 25# ABC rated fire extinguisher within 25'
Inspect tools	Spills from damaged tools, nozzle, hose	Secondary containment free of holes, Absorbent materials Hose free from damage/cracks Look for wet/dark spots
Setup secondary containment	Strains, sprains, cuts	2 people if needed Identify sharp edges/pointed ends
Part: 1	When performing the following:	
Fueling with Portable Fuel Pump (Battery powered)		
Steps	***Hazards***	***Controls***
Approach with truck, UTV, etc.	Struck by, struck against vehicles/people collision	360° inspection, designated spotter if needed
Relay Hose to vehicle to be fueled	Tearing/kinking hose, loosening connectors	Don't drag hose, unwind hose by rotating nozzle, ensure connectors are tight
Unscrew tank cap, place nozzle in	Spills	Hold nozzle upright until over tank inlet, insert and ensure nozzle is not engaged, Absorbent materials
Attach red cable to (+) terminal	Electric shock, sparks	Keep tools, jewelry away from connectors Keep clamps separate from each other Contain sparks from flammables Glove use
Attach black cable to (-) terminal	Electric shock, sparks	Keep tools, jewelry away from connectors Keep clamps separate from each other Contain sparks from flammables Glove use
Turn fuel pump switch to On/Run	Spilled fuel	Remain attentive to fuel nozzle Use 2 people if > 25 feet apart, Absorbent materials
Dispense the fuel	Splash to face/eyes, overflowing the tank	Fully lowered face shield Only fill to 95% capacity
Remove the nozzle	Spills	Disengage the nozzle fully, keep the nozzle upright and higher than the hose, Absorbent materials
Remove the nozzle	Spills	Disengage the nozzle fully, keep the nozzle upright and higher than the hose, Absorbent materials
Approach with truck, UTV, etc.	Struck by, struck against vehicles/people collision	360° inspection, designated spotter if needed

Part: 2	When performing the following:	
	Fueling Equipment (mobile)	
Steps	***Hazards***	***Controls***
Approach equipment with buggy/truck	Struck by, struck against vehicles/people collision	360° walk around, Designated spotter-2 if needed, leads/drill touched down to prevent movement
Secure equipment to be fueled	Pinch points, sharp edges, strains	Gloves, appropriate cut protection, avoid awkward body positions
Access fuel tank	Falls to lower level	Secure ladder, 3 pt. contact, fall harness >6
Place nozzle in tank	Slips/trips due to terrain/equipment conditions	Inspect paths, step zones, foot holds Maintain 3pt. Contact
Dispense Fuel	Spills, drips, splash to face eyes,	Remain attentive to nozzle position, proper face shield and eyewear, filling tank to 95%, Absorbent materials
Remove nozzle and cap tank	Drips, cuts,	Keep nozzle up, gloves
Return hose nozzle to holder @ tank	Drips, trips, falls	Keep nozzle up-higher than hose
Separate fueling vehicle from fueled vehicle	Struck by, struck against vehicles/people collision	360° walk around, Designated spotter-2 if needed, leads/drill touched down to prevent movement
Part: 3	When performing the following:	
	Fueling Equipment(hammer)	
Steps	***Hazards***	***Controls***
Approach equipment with buggy/truck/man lift	Struck by, struck against vehicles and personnel	360° walk around, Designated spotter, leads/drill touched down to prevent movement
Secure equipment to be fueled	Pinch points, sharp edges, strains, collisions from moving equipment	Gloves, appropriate cut protection, avoid awkward body positions, shutdown all vehicles/equipment-remove operator or keys
Using man lift, bring hose nozzle to hammer	Spills, drips, falling objects, fall of personnel to from height	Secure hose-nozzle inside basket, keep nozzle upright, be attentive to hose position eliminate hang ups, Absorbent materials, 100% tie off of personnel
Unscrew hammer tank cap, place nozzle into opening	Dropping/falling cap or nozzle, Drips	Place cap in a secure location, have nozzle-hose tied as to allow it to reach tank fill hole without having to untie it from man basket
Signal pump operator to turn on pump, Fill the tank with fuel	Spills, drips, splash to face eyes,	Vigilant communication, Remain attentive to nozzle position, proper face shield and eyewear, filling tank to 95%, Absorbent materials
Retreat buggy/truck/man lift away from leads	Struck by, struck against vehicles/people collision	360° walk around, Designated spotter, leads/drill touched down to prevent movement
Relay hose/nozzle to fuel supply vehicle	Vehicles struck by man lift	Keep man lift 20' feet from supply vehicle, spotter required if closer
Park man lift in safe area	Falls/trips when exiting basket	3 pt. contact, do not jump out
Part: 4	When performing the following:	
	Clean up	
Steps	***Hazards***	***Controls***
Check all areas for residual fuel	Trips, slips	Inspect paths, step zones, foot holds Maintain 3pt. Contact
Absorb or wipe all residue	Pinch points, sharp edges, pointes objects, strains,	Appropriate gloves, proper body position
Dispose of absorbent	Environmental non-compliance, fire	Use container approved by client, store away from extreme heat, open flames, sparks

Table VI	Emergency Response	
Part: 1	When performing the following:	
	An uncontrolled release	
Steps	***Hazards***	***Controls***
Remove all personnel from the area	Exposure to chemical-fire	Immediate response/communication
Initiate emergency call to first response team (911 or site contact) and Supervisor	Not knowing who to call	Have emergency contact info posted conveniently at work site
Prevent large run off from site to any water way	Exposure to chemical-fire	Place dirt berm, absorbent, etc. sufficiently far enough ahead of spill to stop flow without exposure to the spill
Initiate clean up ***ONLY*** if trained and equipped to do so	Injury/illness from over exposure, fire	USE PPE adequate to spill exposure potential, adequate fire extinguishing equipment on hand first
Dispose of absorbent	Environmental non-compliance, fire	Use container approved by client, store away from extreme heat, open flames, sparks
Part: 2	When performing the following:	
	Injured Employee	
Steps	***Hazards***	***Controls***
Initiate emergency call to first response team (911 or site contact) if needed and Supervisor	Delays in employee care	Have emergency contact info posted conveniently at work site
Initiate clean up ***ONLY*** if trained and equipped to do so	Aggravated injuries	Follow training and protocol

PAYOFF:

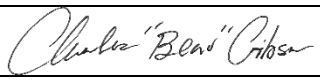
This best practice will outline those differences as well as identify some industrial specific hazards that are not commonly seen on a day to day basis in the public area

Crew Review:

Superintendent: Instruct the crew to use their phones to scan one of the QR codes below, which will direct them to a short review session. After personnel enter their information and submit it, training records will be generated and automatically saved for future reference. Utilize this time for open engagement with the crew. Each review will have different questions, which can be answered either as a team or individually.

SCAN ME

Approvals		
Title	***Signature***	***Date***
BU 15 Vice President		
BU 15 Senior Construction Manager		

BU15 Manager of Safety		

Revision History				
Rev #	***Date***	***Reason for Changes***	***Originator***	***Effective Date***
1	06-26-2024	Update to new format/ add QR training codes	Lance Bradley	

Note: BP Requirement

Work must be performed in accordance with the information in this BP. If it is determined that work cannot be done as required in the document or that it presents additional risk, you must obtain authorization for variance from the Business Unit Sr. Construction Manager and Business Unit Manager of Safety.