

SOP – Plant refuelling

This SOP may not cover all possible hazards and risks associated with this equipment and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

				
Hearing	Hardhat	Safety	Hi Viz	Boots

OTHER SIGNAGE

							
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POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Plant & equipment	Environment
Damage to Property	Outdoor work
Public areas	Hazardous Chemicals
Utilities & Services	

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Machine operation

Licence or VOC Required: No

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Be familiar with plant operations and controls
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed
- ✓ SDS for fuel is held
- ✓ Adequate ventilation

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ Fuel tanker
- ✓ Basis servicing equipment
- ✓ Spills kit
- ✓ Fire extinguisher

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting

✓ Read SDS

- ✓ Firefighting equipment available
- ✓ Earth the machine to refuelling tank
- ✓ Spills kit available ready

Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ Check for other workers when moving a machine
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Keep work area clean and clear of all hazards.
- ✓ Check all around you when moving the machine
- ✓ Ensure firm footing when using recoil start mechanism
- ✓ Ensure flex drive shaft is correctly fitted to motor and pump
- ✓ Ensure motor is stopped during lubrication operations
- ✓ Be aware of movement of lay flat hoses
- ✓ Use flexible filler nozzle on fuel container or other funnel.
- ✓ Pump fuel to ensure no spillage on hot engine or exhaust
- ✓ Cap hoses to prevent spillage
- ✓ Stow hoses and fittings

Ending Operations / Housekeeping:

- ✓ Plant shall not have suspended loads
- ✓ Allow plant to cool before maintenance
- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ Overnight warning lights are on
- ✓ Machine parked to minimise misuse
- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents

DO NOT!

- × Use if plant is faulty. Tag-out and report fault to your supervisor
- × Leave plant running unattended
- × Attempt this operation in wet conditions until Risk Assessment is reviewed
- × refuel hot engine
- × Use mobile phone while operating plant
- × Alter this SOP without Management approval

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations
- Codes of Practice –
- [First aid in the workplace](#)
- [Work health and safety consultation, co-operation and co-ordination](#)
- [Managing noise and preventing hearing loss at work](#)
- [How to manage work health and safety risks](#)
- [Managing the work environment and facilities](#)
- [Labelling of workplace hazardous chemicals](#)
- [Managing risks of hazardous chemicals in the workplace](#)
- [Electrical safety Working near overhead and underground electric lines](#)
- [Excavation work](#)
- [Managing risks of plant in the workplace](#)
- [Mobile crane](#)
- [Tower crane](#)
- [Traffic management for construction or maintenance work](#) Standards
- AS 1319 Safety signs for the occupational environment
- AS 1940 The storage and handling of flammable and combustible substances
- AS 2293 .2 emergency evacuation
- AS 2444 fire extinguishers
- ISO45001 OH&S management systems
- ISO 31000 Risk management