integrated safety Standard Operating Practices

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| General Information | |
| SOP number | Written by: |
| Date effective: 21 03 14 | Last modified: 06 06 15 |
| Job task: Refueling Combine | |
| Location: Yard by storage tanks | No of employees performing job: 1 |

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| Responsibilities(Who is responsible for each aspect of the job) | |
| Position | Duties |
| Employer/ Owner | To provide training, supervision and equipment and facilities are safe. |
| Employee/ Worker | Follow instructions, not take risks and report hazards immediately. To pay attention and make sure fuel is properly fueling without any risks of spills or fire. |

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| Job Task Assessment(List all the tasks & associated hazards for the job being evaluated) | |
| Job Task | Hazards |
| Position combine adjacent to designated fuel tank for combine | Collision with structures including storage tanks |
| Shut down machine and remove ignition key | Inadvertent operation of machine while refueling |
| Position step ladder to be stable and adjacent to combine fuel tank. Place fuel filler hose on top of ladder platform. |  |
| Climb ladder | Possibility of slipping when climbing ladder |
| Place nozzle in fuel tank and open fuel flow valve DO NOT BLOCK OR SECURE FUEL NOZZLE OPEN | Fire / explosion / spill |
| Monitor fuel level in tank / do not fill fuller than within 2.5 cm of tank top | Fire / explosion / spill |
| Do not move nozzle in and out of tank while fuel is flowing, this action may create a static electricity spark. | Fire / explosion |

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| Stop fuel flow, drain filler spout and return nozzle and hose to tank / close valve at tank | Slips, trips, fuel leaks |
| Circle the combine looking for animals /people before entering operator’s station to start machine |  |

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| Hazard Controls(Describe the controls that will be implemented to remove hazards – elimination, substitution, engineered, administrative, PPE) **.** |
| Training, PPE, available fire extinguisher |
| Following specified procedures explained during training. |
| Do not move the filler nozzle in and out of the tank while fuel is flowing. |
| Do not use your cell phone in close proximity to the fuel tank or while refueling. |

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| Skill Level / Training Required to Perform the Job(List training requirements) |
| Valid driver’s license |
| Training by competent individual |

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| Communications Processes(Consider working alone, further instructions, concerns, how will assistance be delivered) |
| All workers are to have their assigned cell phones with them at all times. |
| Questions or concerns should be immediately communicated to Ashton’s cell phone.  Do not use the cell phone in immediate proximity to the fuel storage tanks. |

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| Emergency Procedures(Consider how the worker will initiate an emergency response) |
| In the event of any incident, immediately release nozzle valve to shut off fuel supply. |
| Move away from fuel tank(s) and combine and call Ashton on is cell phone to advise of the situation. |

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| Expected Result(Consider the benefits of the Standard Operating Practice for farm operations) |
| Equipment will be refueled quickly without fuel spillage or incident. |