

## Plant and Equipment – Servicing / Refuelling

### Warning

You cannot undertake this activity in the rail corridor unless you have completed a pre work brief and work site protection plan.

Reference should also be made to the [Protocol for Entering the ARTC Rail Corridor](#) and the [Business Rules for Working in the ARTC Rail Corridor](#). Minimum Personal Protective Equipment (PPE) requirements must also be met in line with the [Personal Protective Equipment \(PPE\) Work Instruction](#).

<b>Work Activity:</b>	<b>Plant and Equipment – Servicing / Refuelling</b>		<b>WMS No:</b> WHS-WI-003
<b>Coverage:</b>	ARTC employees, and contractors directly managed by ARTC		<b>Version No:</b> 1.0
<b>Developed by:</b>	Corporate Work Health and Safety Manager	<b>Approved by:</b>	Executive General Manager Enterprise Services <b>Date Approved:</b> 19 April 2016

<i>What are the tasks involved?</i>	<i>What are the hazards and risks?</i>	<i>What are the control measures?</i>	<i>Related Documents</i>
Servicing / Repairing	<p>Unsafe work area</p> <p>Hazardous energy sources (moveable parts of machinery and/or electrical, gas or water services)</p> <p>Hot engine components</p> <p>Uncontrolled release of hot liquids from under pressure</p>	<p>Ensure the plant / equipment is in a safe area suitable to the task (for example, isolated from other work activities or moving traffic)</p> <p>Identify any hazardous energy sources (such as moveable parts of machinery, or water, gas, or electrical connections) and:</p> <ul style="list-style-type: none"> <li>- place isolators to the safe position (usually the “off” position)</li> <li>- remove or restrain stored energy (brakes applied, wheels chocked if needed, moving parts restrained if needed)</li> <li>- check that the isolation is effective (test for stored energy)</li> </ul> <p>Identify and keep clear of any hot engine components</p> <p>Remove tank caps slowly and always stand to one side of the cap (not directly in front).</p> <p>Crack / loosen hydraulic hose fittings to relieve pressure before removal</p>	

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Refuelling	<p>Unsafe location for refuelling</p> <p>Sparks, flames, hot engine components</p> <p>Flammable vapours</p> <p>Ignition sources</p> <p>Unsafe handling of fuel / oil</p> <p>Unsafe splashing</p>	<p>Refuel well away from work areas where possible to avoid risk of spilling fuel in places where hot works may take place.</p> <p>Ensure the refuelling point is suitable and well-ventilated.</p> <p>Ensure the machine is shut off.</p> <p>Allow time for machinery to cool down if possible.</p> <p>Ensure you are using the correct fuel</p> <p>Make sure all ignition sources are removed while refuelling, and ensure that no smoking will occur nearby while refuelling</p> <p>Check the safety data sheet and labelling of fuel / oil canisters and ensure required instructions are followed or are able to be followed.</p> <p>Confirm that all fittings, hoses, terminals and tanks are in good condition and free of leaks.</p> <p>Avoid spilling or splashing fuel (for example, use fuel containers with a flexi pourer)</p> <p>If decanting:</p> <ul style="list-style-type: none"> <li>- use a suitable pump (never decant by mouth)</li> <li>- only pour in to a container on the ground or on a solid surface</li> <li>- wear eye protection</li> </ul> <p>Thoroughly wash your hands and face after refuelling.</p>	<p>Operating Manuals and/or Safe Use Instructions (as provided by manufacturer / supplier)</p> <p><a href="#">Chemicals Work Instruction</a> Relevant Chemical Labels / Safety Data Sheets</p>

References	
<p><b>Standards, Codes of Practice, Guidance:</b></p> <p><a href="#">Chemicals Work Instruction</a></p> <p>Relevant Safety Data Sheets</p> <p>AS 2906 – Fuel Containers – Portable – Plastic and Metal</p>	<p><b>Plant / Equipment / Tools:</b></p> <p>Fuel containers</p>
<p><b>Training Requirements:</b></p> <p>Check that workers have the information, training, instruction or supervision that is necessary to protect them from risks arising from using or maintaining the plant.</p> <p>Certain types of plant, such as forklifts and some cranes, require the operator to have a high risk work license before they can operate the plant.</p>	<p><b>Inspection / Testing requirements:</b></p> <p>See Operating Manuals and/or Safe Use Instructions (as provided by manufacturer / supplier)</p>