THE CORPORATION OF THE MUNICIPALITY OF SOUTH DUNDAS

BY-LAW NO. 2021-126

A By-law to authorize Policy No. 6-13 – Fuel Handling Procedure.

WHEREAS the *Municipal Act*, *2001*, as amended, provides that the powers of the municipality shall be exercised by by-law;

AND WHEREAS *the Municipal Act, 2001,* as amended, states that a municipality and a local board shall adopt policies with respect to certain matters;

AND WHEREAS the Council of the Municipality of South Dundas wish to adopt Policy No. 6-13 – Fuel Handling Procedure.

NOW THEREFORE the Council of the Corporation of the Municipality of South Dundas hereby enacts as follows:

1. That Policy No. 6-13 – Fuel Handling Procedure be approved as per Schedule "A" attached to this By-law.

2. That this By-law shall come into full force and effect on the date of passing.

READ and passed in open Council, signed and sealed this 13th day of December 2021.

MAYOR

CLERK

MUNICIPALITY OF SOUTH DUNDAS
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POLICY MANUAL	**Policy No. 6-13**
For Municipality of South Dundas	**Effective Date: December 13, 2021**
Subject: Fuel Handling	**Department: Transportation**

PURPOSE: The Municipality of South Dundas has designed fuel handling Procedures for fleet vehicles and equipment and to fulfill the legal requirements for fuel handling.

GLOSSARY OF TERMS

"Cardlock/Keylock" means an outlet where gasoline or diesel fuel is dispensed unsupervised and is not accessible to the general public.

"Cardholder/Keyholder" means a person who is authorized by the employer to dispense gasoline or diesel fuel.

"Class I Product" means a product having a Tagliabue closed-cup tester flash point less than 40 degrees Celsius, and includes automotive gasoline.

"Class II Product" means a product having a Tagliabue closed-cup tester flash point at or above 40 degrees Celsius and below 65.6 degrees Celsius, and includes fuel oil and diesel fuel.

"Class III Product" means used motor oil.

"Container" includes a bag, barrel, box, can, cylinder, drum or similar package or receptacle but does not include a storage tank.

"Jerrican" means a container made of plastic or metal for gasoline or diesel fuel.

"Leak" means the escape of a product into the environment through a defect in a vessel or other equipment.

"Material Safety Data Sheet" means a document on which words, figures or symbols disclosing the information referred to in sub-paragraphs 13(a)(i) to(v) of the Hazardous Products Act may be written, printed or otherwise expressed.

"Product" means any of the fuels referred to as gasoline or diesel fuel.

"Spill" means the escape of a product into the environment where there is no defect in a vessel or other equipment.

"Supervisor" is a person, or their designate, who has charge over a workplace or authority over a worker.

"Worker" means a person who performs work or supplies services for monetary compensation. "Workplace" means any land, premises, location or thing at, upon, in or near which a worker works. "Waterway" means a stream, river, lake, canal, or watercourse including a dry watercourse.

ABBREVIATIONS

WHMIS - Workplace Hazardous Materials Information System

MSDS - Material Safety Data Sheet

LEGISLATION

A very important part of being a "Competent Worker" is having a working knowledge of the legislation that applies to a job. This is because the Occupational Health & Safety Act states that workers have a right to know about all the hazards associated with their work. Legislation will generally address these hazards and will dictate what measures a worker must take to protect him or herself. If the hazard is not addressed specifically, it may prescribe the need for a workplace procedure.

When it comes to fuel handling, The Technical Standards and Safety Act is the primary piece of legislation. The purpose of this Act is to enhance public safety in Ontario by providing for the efficient and flexible administration of technical standards. It discusses definitions, rights and responsibilities in broad, general terms.

Within this document is the Liquid Fuels Handling Code. The Liquid Fuels Handling Code is published by the Fuel Safety Branch of the TSSA and is a procedural component of the Technical Standards & Safety Act. In order to ensure safe handling of fuel, the Liquid Fuels Handling Code includes specific operating requirements that include:

- Dispensing Operations
- Signage
- Emergency Procedures
- General Training Requirements

PROCEDURES FOR FUELING VEHICLES

1. Stop vehicle at pumps in such a manner to ensure the shortest distance between the pump and the vehicle's fuel filler cap. Apply parking brake. Turn the engine off and eliminate all sources of ignition. **Smoking is prohibited.**
2. Before fuel is dispensed, the pump, hose and nozzle shall be visually inspected for defects. Any defects must be reported to a supervisor immediately.
3. If no defects are found, the facility fuel system can be used as instructed.
4. The dispensing employee must stay at the nozzle at all times that the pump is in operation.
5. Once the vehicle has been fueled, the pump must be turned off, the hose and nozzle properly stored, and the fuel tank filler cap replaced.

For a vehicle to obtain fuel from The Municipal Public Works Yard, three items are required:

1. A valid employee pass code
2. A vehicle key tag
3. The vehicle's current odometer reading or hour reading when prompted.

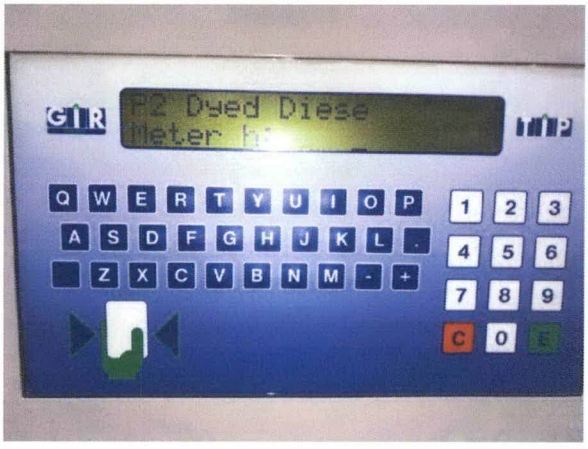
The steps (in order) are as follows:

1. Select which pump you would like to use by using the number pad and press green E to proceed.

2. The GIR Controller will now ask for the Driver Code. Enter in your code by using keypad and press E to proceed.

3. The GIR Controller will now ask for the Vehicle Badge. Hold the grey key fob between arrows on bottom left of controller.

4. The GIR Controller will ask for the vehicle kilometers or hours. Please enter the proper kilometers/hours using the keypad and press the E to proceed.



5. You are now ready to fuel your vehicle. When done, simply return the nozzle to the pump. All transaction data is electronically recorded.

Any vehicle may use any automated site available; they are all interconnected. The system is programmed to know what fuel your vehicle uses and will not authorize distribution of other fuels to prevent accidental mixing. It also keeps accurate track of vehicle odometer readings that are electronically sent to the Director of Transportation. Key Fobs belong to the vehicle/equipment they are issued for.

FUEL SYSTEM INSTRUCTIONS – PORTABLE CONTAINERS

- Portable containers must be filled using a Key Fob specific to that purpose.
- No container shall be filled with product at a facility unless the container is approved, in safe condition, and is not filled beyond its nominal capacity.
- A portable container shall not be filled while the container is in a vehicle
- Every portable container shall be kept tightly closed when not in use and the contents of the container shall be legibly marked on the container.
- Portable containers must be transported outside of the vehicle cab.

If any difficulty is experienced with the system, then please take note of the exact message on the card / tag reader screen. This is essential information to diagnose the problem.

Problems with the pumps, hoses, leaks, spills etc. must be reported immediately to the Director of Transportation or the Fleet Mechanic.

It is required by law, to shut the vehicle off during fueling, and smoking near a fuel site is forbidden. Any fuel to be transported (other than in the vehicle's tank) must be in an approved container.

COMMON ERROR MESSAGES

"System Off-Line"

This is a fairly common message, but is not related to any cards or tags. Each fuel site has an emergency stop button on the card reader panel. It is a one inch round red button which disables the site in case of emergency. Sometimes someone pushes it in error. Pushing the button results in the above error message, and the site will remain completely unresponsive until the button is PULLED to reset. If there is no indication of trouble at the site, the user may be instructed to try and pull the button to reset the system.

"User Unauthorized" or "User not found"

This indicates the Driver Code is not listed as an authorized user in the fuel system database.

"Vehicle Unauthorized" or "Vehicle not found"

This indicates the Vehicle Badge is not in the fuel system database.

THE HAZARDS OF FUEL HANDLING

The highly volatile and extremely flammable nature of gasoline means that potentially explosive air/vapour mixtures are likely to form easily at ambient temperatures. Gasoline ignites easily, burns vigorously and gasoline vapours may explode in certain conditions. Keep gasoline away from ignition sources like heat, sparks and flame.

Exposure to gasoline liquid or vapour can adversely affect health. Avoid prolonged breathing of the gasoline vapours. Keep your face away from the nozzle. Keep gasoline away from your eyes and skin.

Inhalation:

In normal use, the main route of exposure to gasoline is likely to be by inhalation. Exposure to the vapour during normal refuelling is not a significant health concern. However, significant spills can resulting in short- term exposure to high concentrations of vapour (greater than 500 ppm) may cause irritation of the eyes, nose and respiratory tract and possibly signs of central nervous system depression (headache, dizziness, mental confusion, for example). If symptoms arise from exposure to gasoline, take the person to fresh air, using the above precautions.

Skin contact:

During refueling, minor accidental skin contact may occur, and is not a significant health concern. Prolonged skin exposure is only likely to occur in accident situations (drenching of clothing during pump malfunction, for example). Gasolines are unlikely to cause systemic toxicity following

accidental skin exposure. Skin contact may cause local irritation, and, if contact is frequent or prolonged, skin reactions may be severe. Gasoline also can result in drying, cracking skin or dermatitis. Where significant skin contact has occurred drench clothing with water before removing (this is necessary to avoid risk of sparks from static electricity) and wash all affected skin areas thoroughly with soap and water.

Eye contact:

Accidental splashes entering the eye may cause irritation and discomfort. Such effects are usually temporary, and permanent damage is considered unlikely. If the eyes are affected, irrigate them immediately with copious amounts of water. If irritation occurs and persists, obtain medical advice.

Ingestion:

Gasoline is unlikely to cause systemic toxicity following accidental ingestion. The main potential health hazard, however, is the possibility of severe, potentially fatal, damage to lung tissue, which can occur following aspiration of even small amounts of gasoline into the lungs. Never siphon gasoline by mouth.

EMERGENCIES INVOLVING GASOLINE

In order to comply with the Technical Standards and Safety Act, the following are procedures for emergencies involving gasoline.

In case of fire or explosion:

1. Move to a safe location
2. Dial 911
3. Be prepared to give the exact location of the emergency, nature of the fire, and nature of resulting injuries, if any.
4. Notify the Fuel Safety Division (Technical Standards and Safety Authority): 1-877-682-TSSA (8772)

In case of leaks:

1. If the leak has occurred at the gas pumps, press the red "kill" button on the side of the console to shut off power to the pumps.
2. Immediately notify Director of Transportation or Fleet Mechanic.

In case of spills LESS than 100 litres:

1. If the spill has occurred at the gas pumps, press the red Emergency Stop ("kill") button on the side of the console to shut off power to the pumps.
2. Fuel islands are equipped with absorbent material (i.e. Sorball), which can be used to contain minor spills.
3. Immediately notify Director of Transportation or Fleet Mechanic.

In case of spills GREATER than 100 litres:

1. If the spill has occurred at the gas pumps, press the red Emergency Stop ("kill") button on the side of the console to shut off power to the pumps.
2. Immediately notify Director of Transportation or Fleet Mechanic.
3. Supervisor notifies:
    - The spill action centre (Ministry of Environment and Energy): 1-800-268-6060 (24 hours),
    - Joint health and safety committee member*

During off hours, if unable to reach the respective parties, notify them as soon as possible the next working day.