



Marine Refuelling Guidelines



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Refuelling Procedures

There is definite responsibility for all persons involved in marine refueling to eliminate the escape of petroleum product into rivers or sea. There are heavy penalties, which apply to individuals, and corporations who do not manage to prevent spillage.

- Prior to refueling, extinguish all cigarettes, cigars and any naked Flames.
- Prior to refueling, determine each volume to be pumped into each tank without exceeding your tanks safe fill level.
- Buckets or safety bags are to be placed at each breather while refueling wherever possible.
- It is the sole responsibility of the vessel's skipper for all refueling activities.
- Refuelling of a vessel rafted up greater than two wide is prohibited.
- All hot works on the vessel, any rafted vessel or within 20 metres of the refuelling point must be ceased.
- The Skipper or a responsible person as delegated by the Skipper must stand by the nozzle or inlet and maintain a visual check on the breather.
- While refueling two people must be assigned to the vessel at all times, one assigned to a handpiece and one on the jetty to activate the Emergency Stop Button should an emergency occur.
- All on vessel spillages or wharf spillages are to be reported to the owner of the vessel and WA Fuels

Before Refuelling

1. Moor vessel securely
2. Shut down main engine, cut off electric power at main switch
3. Make sure firefighting equipment is available for immediate use.
4. Take effective measures to contain any spillage, e.g. block scuppers, place buckets / bags under fuel breathers.
5. Make sure adequate lighting is available
6. Agree on emergency shut down procedures
7. Prohibit smoking and ignition sources on or near vessel.
8. Agree on the maximum amount of fuel to be dispensed into tank.
9. Check hose for any leaks or damage
10. Refuelling of a vessel rafted up greater than two wide is prohibited.
11. Put all Passengers ashore and clear of refuelling stations
12. Take any portable tank to be filled to a place safely clear of the boat
13. Turn off pilot lights to gas refrigerators
14. Close all hatches and the like to prevent fumes entering the hull and lying in the bilges

During Refuelling

1. Maintain contact with the fuel nozzle and fill pipe to avoid static.
2. Constantly monitor fill rate to avoid overfilling
3. Ensure all hot works on the vessel, adjacent vessels and within 20 metres of the refueling point are ceased.
4. Have cloths and or absorbent pads at hand to catch any minor spills
5. DO NOT JAM OPEN TRIGGER ON THE FUEL NOZZLE.

After Refuelling

1. Lift the filler hose and nozzle to drain any residual fuel from the hose into the tank.
2. Thoroughly clean up any spillages.
3. Place handpiece back into its holder in the bowser
4. Be aware that traces of fumes may remain in lower extremities of vessel i.e. Hull and bilges
5. Open all hatches and ventilate boat
6. If fuel has spilt, pump out bilges (manually) and leave boat wide open for at least 30 minutes. Do not pump any spilt fuel overboard
7. When completely satisfied that the boat is free of fumes, start the engine before allowing passengers aboard

Preventing & Managing Spills

Managing Spills

- Attempt to contain the spill unless it is petrol. Spills involving petrol must be left to professionals as petrol is extremely flammable.
- Any spill regardless of size, which is on the water or may enter a waterway must be reported immediately to the Yacht club's officer on duty and WA Fuels.
- If the spill is small, absorbent pads should be immediately placed on the spill and then removed and disposed of appropriately.
- For larger spills, professional help should immediately be sought. In the interim try to contain the spill with absorbent pads. If there is a spill kit available the use of booms and mops in conjunction with pads should be used.
- For land based spills all efforts should be made to contain the spill and prevent it entering the water system.
- For larger land based spills contact the Metropolitan Fire service or Country Fire Service for help with the cleanup
- Do not use detergents or chemicals on spills

Spill Kits

- We recommend every vessel carries absorbent pads.
- Spill kits are located at WA Fuels refuelling locations. Spill kits contain booms, pads, pillows, mops, gloves and plastic bags for the safe disposal of used materials.
- Local authorised officers, marina owners/managers, key users and WA Fuels staff have been trained in the correct use of spill kits. They should be contacted and their assistance sought in the first instance

Reporting Spills

When reporting a spill please provide the following information:

- When and where the incident occurred and whether it has ceased.
- Type of substance and estimated quantity released.
- Any activity initiated to contain the spill.
- Source of the spill.
- Name of vessel.
- Your contact details.

Contacts

Metropolitan Fire Service - 000

WA Fuels – (08) 9468 7338

Prevention of Fire

Sources of Ignition

Fire at any WA Fuels facility can be catastrophic, so our aim is to prevent or limit sources of ignition entering our sites.

All customers using our facilities or contractors working on site must understand the hazards presented by sources of ignition.

There are generally four sources of ignition:

1. Naked flame, sparks, matches, lighters, cigarettes etc.
2. Static electrical discharges when handling product
3. Non-flameproof equipment mobile phones, pagers, cameras, radios. This also includes equipment used in hot works activity, where an appropriate work permit is required.
4. Motor vehicles and ancillary equipment.

Static Electricity

Static electricity is a build up of electrical charges on a body and is caused by friction between two dissimilar materials. It is generated every time we move product through a pipeline or hose and it is for this reason procedures must be followed for correct bonding of vessels and containers EVERY time product is transferred.

Personal Protective Equipment

PPE

When handling products Personal Protective Equipment must be worn according to the properties of the product being handled.

PPE may include safety footwear, eye wear and PVC gloves. It is important that you are aware of the properties of the product and whether that product could cause harm. If you are not sure of the product handling requirements, then request a Material Safety Data Sheet (MSDS) for the product.

Always ensure that you give due consideration to the safe handling of products. I.e. Toxicity. Flammability, vapour migration, compatibility with other products, etc. Many products have a low flash point and give off vapours readily (classed as flammable products), which creates an extra hazard if a source of ignition is present.

Ensure you understand the product you are handling and if you need further information about any product, contact us.

We recommend the appropriate protective clothing and equipment be worn when refuelling at a WA Fuels marine facilities. We suggest at a minimum:

- Short sleeve shirt and shorts (preferably natural fibre)
- Enclosed footwear
- Eye protection to Australian standards when handling product or where particles may enter the eyes.
- Gloves when handling hydrocarbon product.

Marine Facility Users

Customers are our most valuable asset. The most elaborate rules, legislation or procedures cannot overcome a poor personal attitude toward health safety and the environment.

- Follow procedures. If you are not sure please ask.
- Be aware of signage
- KEEP YOUR EYES OPEN and be alert to potential hazards and risks.
- If something is not as it should be, please report it to us.
- Use the right tool for the job, wear personal protective equipment for the task and wear sun protection if working outdoors.
- Use correct manual handling techniques to avoid personal injury
- Good housekeeping - keep your work area clean and orderly and tidy up after yourself once you have completed a task
- Obey all specific rules, signs and instructions.
- Identify the vessel First Aid personnel and location of First Aid Kit