2024 Dispenser Operator Safety School

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Hazmat Employee Training Requirements

HazMat Employee Training Requirements

Employer Must:

- Certify that employees are trained & tested.
- Create & retain training records
  - Inclusive of the preceding 3 years
  - For duration of employment & 90 days thereafter
- Provide for HazMat training within 90 days of hire or change in job function
- Recurrent training is required at least once every 3 years

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HazMat Employee Training Requirements

HazMat Training Must Include:

- General awareness / Familiarization
- Function-Specific Training
- Safety
- Security Awareness
- In-Depth Security Training

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HazMat Employee Records

HazMat Training Records Must Include:

- Employees name
- Completion date of most recent training
- Copy or description of training materials or the location thereof
- Name & address of HazMat Trainer
- Certification that employee has been trained & tested

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Inspecting Dispenser Work Area

- Keep area clean from combustible materials, such as:
  - Trash
  - Leaves
  - Other flammable liquids
- Keep a clear path of travel

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Inspecting Condition of Dispenser

- Hoses
- Fittings
- Valves
- Meter calibration
- Fire extinguisher
- Emergency contact information
- Proper labeling on dispenser
- Emergency pulls
- Emergency electric shutoff
- Hydrostatic relief valves
  - Clear of rust, dirt and debris
  - Covered with proper protection cap

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Inspecting Dispenser Work Area

- PPE
  - Face shield
  - Gloves
  - Apron
  - Close toed footwear

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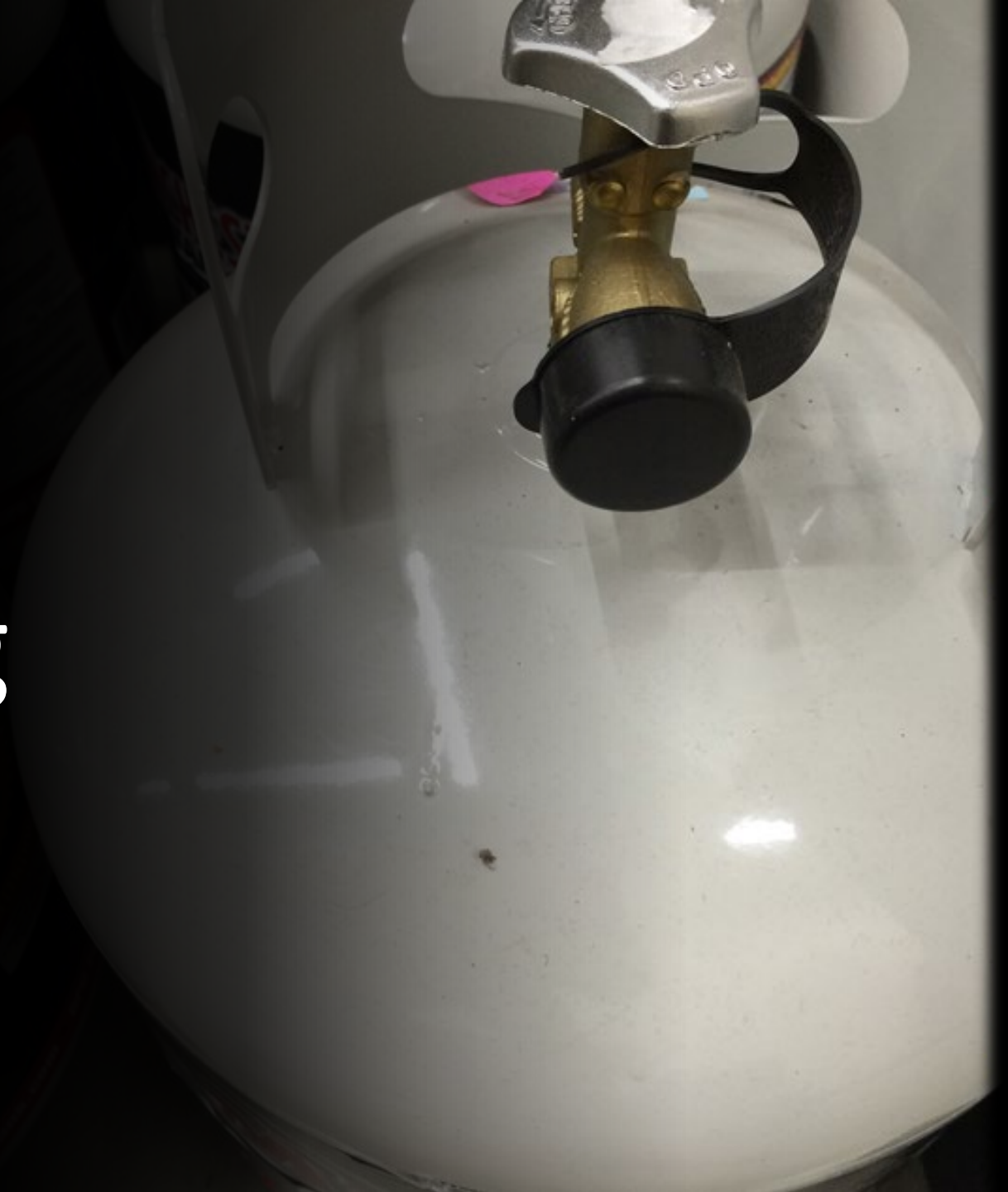
Steps for Inspecting DOT/ICC Cylinders



Inspect Cylinders Prior to Filling For:

Visual Inspection

- Rust
- Dents
- Dings
- Gouges

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Inspect Cylinders Prior to Filling For:

- Valves
- Qualification Date

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Inspect Cylinders Prior to Filling For:

- Foot Ring
- Collar

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Filling Cylinders - Safety Tips

Safety Tips

- Know your facility's fire prevention and emergency evacuation plans, including where and how to operate **emergency shutdown** and pump controls. Locate the nearest **fire extinguishers** and make sure they are in proper working condition. Only use fire extinguishers to create an escape route—not to fight a propane fire. The only safe way to extinguish a propane fire is by stopping the flow of propane.
- Before operating a filling station, ensure there are no ignition sources within 25 feet of the points of transfer, or metal-working operations including grinding, oxygen-fuel gas cutting, brazing, soldering, or welding within 35 feet.

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Safety Tips

- Be sure that valves are protected properly with a valve cap or protective collar, and always use proper cylinder handling techniques. The Overfilling Prevention Device (OPD) should never be used for determining if a cylinder is full. The OPD will not always stop the flow of propane into the cylinder at the proper fill amount
- When filling a cylinder, always follow the training materials provided to you by your Propane provider, and please contact your Propane provider if you require replacement training materials.
- Never fill a cylinder without wearing all appropriate Personal Protective Equipment.

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Safety Tips

- Never allow your employee or anyone else to operate the dispenser without first ensuring that they have been properly trained in safely operating the dispenser and inspecting and filling cylinders.
- Never allow customers, spectators, or individuals not involved in the dispensing process within 10’ of the point of transfer. This is the point where the cylinder connects to the hose.

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Filling Cylinders By Weight

Scale Inspection

- Proper Function
- Trash / Dirt / Debris
- Calibration
- Level

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Filling Cylinders By Weight

Setting the Scale Weight

1. **Check WC and TW.**
2. **Determine propane capacity.**
   - **WC(lb) x .42 = Propane Capacity (lb)**
3. **Add TW to propane capacity to determine total filled weight.**
4. **Set scales to proper total filled weight of the container plus weight of the hose and connectors.**

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Filling Cylinders By Weight

1. Take off protective cap.
2. Set beam scale to correct weight.
3. Connect hose to cylinder valve.
4. Start pump.
5. Open valve on end of hose.
6. Open cylinder valve.
7. Close hose end valve as soon as scale beam begins to rise.
8. Close cylinder valve.
9. Shut off pump.
10. Disconnect hose.

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Filling Cylinders By Weight

9. Check the weight. If overfilled, bleed off excess in a safe location.
10. Check container and valves for leaks before they are loaded on the delivery vehicle or before they leave the bulk plant.

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Filling Vehicle – Mounted ASME Tanks

Safety Minute from PERC – Autogas dispensers

https://vimeo.com/926371682

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Before filling:

1. Make sure no one is inside the vehicle
2. Make sure the vehicle ignition is turned off
3. Inspect the tank for correct markings, good condition and safe to fill.
4. Restrict customers from immediate transfer area.
5. Eliminate all sources of ignition within 25 feet.

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Before filling:

6. Ensure they are properly mounted and secured.

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Filling Vehicle-Mounted ASME Tanks

Features:

- Data plate / cylinder markings
- Fixed maximum liquid level gauge
- Float gauge
- Liquid service valve
- Relief valve
- 1-3/4” ASME filler valve
- Stop-fill / Auto-Stop vales
- Valve & fitting enclosures

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Filling Vehicle-Mounted ASME Tanks

1. Set the propane meter to zero.
2. Connect motor fuel hose to the tank fill valve.
3. Open vent valve on fixed maximum liquid. level gauge & check for flow. If vapor appears, continue the filling process.
4. Start pump & slowly open valve on the end of hose.
5. Close hose end valve when a steady white mist or fig is first emitted.

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Filling Vehicle-Mounted ASME Tanks

6. Close the fixed maximum liquid level gauge.
7. Shut off the pump.
8. Slowly loosen the filler adapter to vent liquid propane trapped between adapter and valve.
9. Check the valve for leaks & replace dust cap.

If the vehicle's tank was fabricated after January 1, 1984, it is required to be outfitted with an OPD.

The OPD is required if the vehicle will be refueled at a Low Emission Transfer Station.

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Static Electricity

- Wear static-safe footwear or temporary foot grounders
- Wear cotton and cotton blends as they will generate less static electricity than most synthetics and polyester materials
- Never put on or remove garments inside a Static Discharge Control Area
- Remove all plastics and other synthetic materials from the area
- Make sure all your equipment is properly grounded
- Limit access to the area to only those people necessary to conduct normal business activities