



## City of Stamford Risk Management Department

### **Safe Refueling and Fuel Handling Guidelines for City of Stamford Employees**

Here are employee refueling and fuel safety guidelines that will help keep you and your fellow employees safe when refueling your vehicle or filling up gasoline storage containers:

- **Turn off your vehicle engine.** Put your vehicle in park and/or set the emergency brake. Disable or turn off any auxiliary sources of ignition. Touch something metal (i.e. vehicle door) before touching the gas pump nozzle to discharge static electricity.
- **Do not smoke**, light matches or lighters while refueling at the pump or when using gasoline anywhere else.
- Use only the refueling latch provided on the gasoline dispenser nozzle. Never jam the refueling latch on the nozzle open.
- **Do not use your cell phone** while standing near filling area.
- **Do not re-enter** your vehicle during refueling. If you cannot avoid re-entering your vehicle, discharge any static build-up BEFORE reaching for the nozzle by touching something metal with a bare hand -- such as the vehicle door -- away from the nozzle.)
- In the unlikely event a static-caused fire occurs when refueling, leave the nozzle in the fill pipe and back away from the vehicle. Notify emergency personnel immediately.

#### **PORTABLE CONTAINERS**

- When dispensing gasoline into a container, use only an approved portable container and place it on the ground to avoid a possible static electricity ignition of fuel vapors. Containers should never be filled while inside a vehicle or its trunk, the bed of a pickup truck or the floor of a trailer.
- When filling a portable container, manually control the nozzle valve throughout the filling process. Fill a portable container slowly to decrease the chance of static electricity buildup and minimize spilling or splattering. Keep the nozzle in contact with the rim of the container opening while refueling.
- Fill container no more than 95 percent full to allow for expansion.
- Place cap tightly on the container after filling - do not use containers that do not seal properly.
- Only store gasoline in approved containers as required by federal or state authorities. Never store gasoline in glass or any other unapproved container.
- If gasoline spills on the container, make sure that it has evaporated before you place the container in your vehicle. Report spills to the attendant.

#### **Before, during and after the transport**

- Gasoline should be transported only a short distance.
- When transporting gasoline, make sure it is stored in an approved container, with the lid tightly closed.
- If transporting gasoline in a car, keep the container in the trunk and keep the trunk lid ajar for ventilation.
- Remove the container and store it properly, never store a gasoline container in a stationary vehicle.
- Do not leave a container of gasoline in the direct sunlight, or in the trunk of a car that is in the sun.

#### **ADDITIONAL SAFETY GUIDELINES**

- Do not over-fill or top-off your vehicle tank, which can cause gasoline spillage.
- Never allow children under licensed driving age to operate the pump.
- Avoid prolonged breathing of gasoline vapors. Use gasoline only in open areas that get plenty of fresh air. Keep your face away from the nozzle or container opening.
- Never siphon gasoline by mouth nor put gasoline in your mouth for any reason. Gasoline can be harmful or fatal if swallowed. If someone swallows gasoline, do not induce vomiting. Contact a doctor or an emergency medical service provider immediately.
- Keep gasoline away from your eyes and skin; it may cause irritation. Remove gasoline-soaked clothing immediately.
- **Use gasoline as a motor fuel only. Never use gasoline to wash your hands or as a cleaning solvent.**