



Fuels Safety Program	Ref. No.: FS-073-05 R2	Rev. No.: 2
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Subject: Checklist for Gas Station Attendants and Operators
Sent to: Posted on Web-Site and Distributed to Petroleum Council and LFHC RRG

Gasoline is a common fuel used by millions of people everyday. However, gasoline can be a hazard if not handled properly. To minimize the risk of injuries, safety procedures must be practiced at the retail pumps all the time.

This list is intended as a general guide only. Each facility is unique. Operating procedures must address the equipment present at that location. Attendants and operators must be trained on the use of the specific equipment at their facility.

Attendants, the following is a list of things you should know:

1. Know the location of the emergency stop button for the pumps.
2. Learn how to respond to emergencies like spills or fires. You should know:
 - The location of and how to use the spill kit
 - How to use a fire extinguisher
 - Call 911 (where available) for fires and explosions;
 - Call Spills Action at 1-800-268-6060 if there is a leak, spill (> 25L), fire or explosion
3. You should be able to see what is happening at every fuelling position, either by eye or by other approved surveillance method.
4. Know how to recognize unsafe practices at the pumps. For example: smoking, filling containers inside the vehicle, engine running, using the fill cap or other device to hold open the nozzle, etc.
5. Make sure customers do not re-enter the vehicle while fuelling. There is a danger of static fires.
6. If a catering truck, camper or RV is fuelling at the pumps, all pilot lights must be turned off.
7. Only approved portable containers may be filled at the pumps. Know how to recognize them.
8. Know how to use the intercom. You may need to communicate with the customer if you observe an unsafe practice.
9. Know how to recognize an unsafe condition (e.g. bad hose) and how to block off a dispenser with pylons if there is an unsafe condition.
10. Know how to contact the station operator (e.g. cell phone number).
11. Know what the STP (submersible turbine pump) running lights mean.
12. Understand the electronic tank monitoring system. Where is it located? Know how to respond to alarms.
13. The fire extinguishers should be readily available and you should have a current inspection tag.

Operators, the following is a list of things you should know in addition to the above:

1. Understand how to do manual reconciliation of product if manual dips are used for leak detection.
2. If you are hiring a contractor or Petroleum Mechanic to repair the fuel equipment, make sure that the person has a valid certificate and is registered as a contractor. You can check by calling TSSA at 1-877-682-TSSA (8772).
 - For certificate inquiries, please have the technician's full legal name, date of birth and address.
 - For contractor inquiries, please have the contractors full name and address, or company name.
3. You should know what equipment you have underground. Are the storage tanks steel or fiberglass, double or single wall?
4. If you have steel tanks, you should have copies of previous cathodic protection tests and know when the next test is due.
5. You should have a copy of the last mechanical or electronic leak detector test (if applicable).
6. The "NO SMOKING" and "IGNITION OFF" signs should be clearly visible on the pump islands
7. Make sure your operating license is posted and visible.

References:

1. Liquid Fuels Handling Code 2017, published by the Technical Standards and Safety Authority.
2. TSSA Website – www.tssa.org
3. Site Operator courses are available at various colleges in Ontario. Check the TSSA website for further information.