


Standard Operating Procedure – 005NNQ

Refuelling Within the RZ

COMPANY INSTRUCTION LEAFLET		 SOLENTSTEVEDORES		
APPLICABILITY	REFUELING OPERATIONS WITHIN THE RZ NEW NORTH QUAY			
CIL OWNER	SOLENT STEVEDORES OPERATIONS MANAGER	DATE ORIGINATED		OCTOBER 2018
		REVIEW DATE DUE		OCTOBER 2019
ORIGINATOR	SOLENT STEVEDORES	APPROVED BY		GTE
REFERENCES	SAFETY IN DOCKS AND OUTLYING HARBOURS (JERSEY) CODE OF PRACTICE 2016			
REVIEWS			REASON FOR REVIEW:	
BY:				
	NAME	POSITION	SIGNATURE	DATE
			REASON FOR REVIEW:	
BY:				
	NAME	POSITION	SIGNATURE	DATE

CONTENTS

<u>Title</u>	<u>Page</u>
Scope	
1. Policy	3
2. Purpose	3
3. Responsibilities	3
4. Procedures	3

SCOPE: The refuelling of vehicles and machines within the RZ.

1. POLICY

Refuelling vehicles and machines within the RZ must be controlled to ensure safety and efficiency.

2. PURPOSE

To provide procedures, agreed by relevant parties, to control and manage foreseeable situations and requests.

3. RESPONSIBILITIES

Solent Stevedores are responsible at all times for the control of vehicles and pedestrians when engaged by Solent Stevedores in their activities within the RZ.

Quay Tenants are responsible at all times for the control of vehicles and pedestrians when engaged by them in their activities within the RZ.

4. RESPONSIBILITIES

All those engaged in refuelling of company vehicles in the compound, note the following:

- Minimum Personal Protective Equipment requirements of the RZ.
- Avoid fuel contact with bare skin i.e. wear gloves and eye protection (as per the requirements of your company risk assessments).
- Fuel must be stored in an appropriate, purpose made, storage facility.
- Refuelling is only to take place from the appropriate storage facility.
- No mobile telephone use, or smoking, when handling fuel and/or refuelling from the storage facility.
- Engines "OFF" during refuelling.
- Do not leave pump or fuel hose unattended during refuelling.
- In the event of a fuel spill from a company fuel storage facility or vehicle (and when safe to do so):
 - Make every effort to contain the spill, and then to clean up using the quayside spill kits as necessary
 - Inform the Solent Stevedores Foreman and/or Quay Supervisor and VTS
 - Following cleanup of any spill, the company involved must re-order any spill kit items that have been used. Regular audits will be made of the spill kit contents.
- Any spills, near misses or dangerous occurrences must be reported to Solent Stevedores, whom will investigate and are obliged to report onward to the Ports of Jersey (everytime, regardless of the outcome of the investigation).