

JOB SAFETY ANALYSIS (JSA) FORM					Rev 1 Feb 24
Unit/Area:	Specific Location:	Work Authorizer (if applicable):	Supervisor / Work Lead:	Date:	
Job Description for Tasks with High Potential Consequence (i.e., life-altering injuries or Consequence Level 1 process safety events including HC 1&2 events) (include Equipment Numbers as Practical):					
Check LSRA(s) that apply and review Start Work Check(s). Complete Page 2 with any additional task steps with high potential consequence or if there is no applicable LSRA.					
 Confined Space Entry Obtain authorization before entering a confined space ☐		 Bypassing Safety Controls Obtain authorization before overriding or disabling safety controls ☐		 Energy Isolation Verify isolation and zero energy before work begins ☐	
<ol style="list-style-type: none"> 1. I confirm energy sources are isolated 2. I confirm the atmosphere has been tested and is monitored 3. I check and use my breathing apparatus when required 4. I confirm there is an attendant standing by 5. I confirm a rescue plan is in place 6. I obtain authorization to enter 		<ol style="list-style-type: none"> 1. I understand and use safety-critical equipment and procedures which apply to my task 2. I obtain authorization before: <ul style="list-style-type: none"> • Disabling or overriding safety equipment • Deviating from procedures • Crossing a barrier 		<ol style="list-style-type: none"> 1. I have identified all energy sources 2. I confirm that hazardous energy sources have been isolated, locked, and tagged 3. I have checked there is zero energy and tested for residual or stored energy 4. I never remove or tamper with energy control devices without authorization 5. I confirm equipment is back to safe operating condition prior to re-energizing 	
 Safe Mechanical Lifting Plan lifting operations and control the area ☐		 Hot Work Control flammables and ignition sources ☐		 Working Around Mobile Equipment See and be seen; maintain a safe distance ☐	
<ol style="list-style-type: none"> 1. I confirm that the equipment and load have been inspected and are fit for purpose 2. I only operate equipment that I am qualified to use 3. I establish and obey barriers and exclusions zones 4. I never walk under a suspended load 5. I understand the lift plan prior to starting work and keep hands off load unless authorized 6. I establish and maintain communication with lifting and rigging personnel 		<ol style="list-style-type: none"> 1. I identify and control ignition sources 2. Before starting any hot work: <ul style="list-style-type: none"> • I confirm flammable material has been removed or isolated • I obtain authorization 3. Before starting hot work in a hazardous area, I confirm: <ul style="list-style-type: none"> • A gas test has been completed • Gas will be monitored continually 		<ol style="list-style-type: none"> 1. I plan work to separate workers and mobile equipment 2. I only operate mobile equipment if qualified and use spotters where required 3. I verify safety devices are functional on mobile equipment 4. I establish clear means of communication with equipment operator 5. I stay out of the equipment's exclusion zone while in operation 6. I confirm controls are in place to prevent unintentional movement of mobile equipment and/or loads 	
 Breaking Containment/OPE Manage ignition sources and exposure to energy & hazardous substances ☐		 Driving Follow safe driving rules ☐		 Work Authorization Work with a valid permit when required ☐	
<ol style="list-style-type: none"> 1. I verify opening/break location(s) 2. I confirm energy isolation is complete 3. I manage ignition sources and confirm gas testing is completed when required 4. I use appropriate PPE and defensive behaviors when opening process equipment 		<ol style="list-style-type: none"> 1. I always wear a seatbelt 2. I do not exceed the speed limit, and reduce my speed for road conditions 3. I do not use phones or operate devices while driving 4. I am fit, rested and fully alert while driving 5. I follow journey management requirements 		<ol style="list-style-type: none"> 1. I have confirmed if a permit is required 2. I am authorized to perform the work 3. I understand the permit 4. I have confirmed that hazards are controlled, and it is safe to start 5. I stop and reassess if conditions change 	
				 Line of Fire Keep yourself and others out of the line of fire ☐	
				<ol style="list-style-type: none"> 1. I position myself to avoid: <ul style="list-style-type: none"> • Moving objects • Vehicles • Pressure releases • Dropped objects 2. I establish and obey barriers and exclusion zones 3. I take action to secure loose objects and report potential dropped objects 	
Confirm these safeguards are in place and effective prior to starting work using the applicable SWC(s). During the task, if safeguards are no longer in place or effective, STOP Work.					

Are there any additional high potential consequence hazards present?

Electrical Energy 	Moving Objects 	Lighting & Visibility 	Simultaneous Operations (SIMOPS) or Stacked Work 
Stored Energy 	Hazardous Substances 	Noise & Vibration 	
Thermal Energy 	Radiation 		

High Potential Consequence Task Steps (Description)	Check off to indicate Hold Point	POTENTIAL HAZARDS & CONSEQUENCES Include applicable Error Prone Situations and Triggers	SAFEGUARDS (Actions & Physical Safeguards) Eliminate or Mitigate the hazards
	Hold Point ☐		
	Hold Point ☐		
	Hold Point ☐		
	Hold Point ☐		
	Hold Point ☐		

Confirm these safeguards are in place and effective prior to starting work using this JSA.
During the task, if safeguards are no longer in place or effective, STOP Work.

Lessons Learned (as needed): What improvements should be made for future work? Discussion leader to provide feedback to update planning package.

LAI HAZARD ANALYSIS

Project Number:		Project Task: Fueling Equipment				Location:					
Prepared By:			Date:		Reviewed By:				Date:		
Ref. Number	High Potential Consequence Task Steps	POTENTIAL HAZARDS & CONSEQUENCES Include applicable Error Prone Situations and Triggers	Target Check off to indicate Hold Point ☐	Preliminary Risk Assessment			Control Type	SAFEGUARDS (Actions & Physical Safeguards) Eliminate or Mitigate the hazards	Final Risk Assessment		
				H	M	L			H	M	L
1	General work activities (housekeeping) within and around the GOLD project    	Slips, trips, and falls due to poor housekeeping resulting in personnel injury	P ☐		X		D/E /S/ W/A A A/D D	Prior to starting a task, Evaluate the Lifesaving Rules and actions (LSRA) start work Checks (SWC) that may apply to that task review START/STOP work expectations and implement, Verify & Validate (V&V) the appropriate behaviors and or control Safeguards per the ExxonMobil PSMS and site HSE Procedures during the pre-task brief Ensure JSA for specific LAI tasks address proper hazard control methods. Shop work areas shall be set up and organized to minimize the buildup of materials and eliminate slip/trip hazards. Use pre-job stretching and flexing exercises.			X

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				H	M	L			H	M	L	
								<p>A/E</p> <p>A/D</p> <p>A/D /E</p> <p>A</p>	<p>Proper waste management receptacles shall be utilized to control trash, debris, and scrap material.</p> <p>Access/ egress points and walkways shall be kept clear at all times.</p> <p>Extension cords, welding leads, and other cables shall be routed overhead, when possible, in a manner that does not create a slip/trip hazard.</p> <p>Regular supervisor walkthroughs should identify and eliminate housekeeping hazards and ensure proper housekeeping methods are being implemented throughout the work shift.</p>			

Target: **P**=Personnel, **F**=Facilities and equipment, **E**=Environment

Control Type: **D**=Design hazard out or minimize, **E**=Engineering control, **S**=Safety device, **W**=Warning device, **A**=Administrative control

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				H	M	L			H	M	L
							E/W A A/W/E A/D	All employees are to correct (or notify their supervisor) if they observe uneven walking/working surfaces. Care should be exercised, when surveying overhead areas. All holes/floor opening eliminated or protected with hard barricades Complete a Last Minute Risk Assessment (LMRA) prior to beginning each task			
2	Operate fuel truck/truck with fuel cell throughout the GOLD project to fuel equipment and vehicles. 	Permit violations. Unqualified operator / driver Falls when accessing and exiting the cab of the truck. Truck malfunction due to mechanical failure. Fire / Explosion Lack of proper PPE Splash/Spills	P/F/E ☐		X		D/E /S/ W/A	Prior to starting a task, Evaluate the Lifesaving Rules and actions (LSRA) start work Checks (SWC) that may apply to that task review START/STOP work expectations and implement, Verify & Validate (V&V) the appropriate behaviors and or control Safeguards per the ExxonMobil PSMS and site HSE Procedures during the pre-task brief			X

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				H	M	L			H	M	L	
	     							A A A A/D A A/S	Ensure JSA for specific LAI tasks address proper hazard control methods Employees will receive permits utilizing the Permitting Process with atmospheric testing as required. Operator / driver must be properly qualified and have valid driver's license with him. Maintain three points of contact while accessing and exiting the cab of the truck. Daily vehicle inspections will be conducted, and inspection forms filled out at start of shift, any problems will be reported. A 20# ABC fire extinguisher is required on fuel truck at all times.			

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				H	M	L			H	M	L
							A	All equipment will be shut down while fueling.			
							A	Hot work within 50 feet of the fueling will be shut down.			
							A	Equipment must be grounded to the fuel truck during fueling to reduce the risk of static spark.			
							A	Site Fueling requirements will be reviewed daily and a refueling checklist will be completed prior to beginning fueling activities.			
							A	Site Fueling procedure, SDS's, Checklists, and fulling equipment operator's manual will be kept with the fulling truck and at the stationary fuel tank area.			
							S	Required PPE will include FRCs, Hardhat, Steel Toed footwear, Z87 Safety glasses with side shields, earplugs, and mono-			

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				H	M	L			H	M	L
								goggles on hardhat. Earmuffs and face shield should be kept on truck in case they are needed. Verify secondary containment is adequate and a spill prevention kit is nearby. All losses/near losses must be reported no matter how minor they may be. Ensure the end of the nozzle is in the tank before beginning the fueling process. Place absorbent pads under the fueling process to catch any possible drips. Remain in attendance of the nozzle during the fueling process. Maintain visual contact with the nozzle and pay attention to the site glass, gauge, or filler neck to avoid over filling.			

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Project Specific Work Instruction		Procedure No: WI-XOM GOLD Project	Page: 1 of 6
Vehicle / equipment and fuel cell Refueling		Supersedes:	Revision A Issue Date: 1-Apr-2022
Issuing Department: Safety Dept.	Approval: Approved	Previous Rev. Date New WI	Effective Date 1-Apr-2022

1.0 PURPOSE OF WORK INSTRUCTION

The purpose of this work instruction is to provide instruction for Vehicle / equipment and fuel cell Refueling

2.0 SCOPE OF APPLICATION

This Work Instruction applies to All Worley personnel, subcontractors, visitors and vendors while on site.

3.0 METHOD (Procedure)

Vehicle / equipment and fuel cell Refueling

The Worley GOLD Project Manager or designee shall review and authorize any fuel and refueling activities on the project, required by Worley or its contractors. Contractors are responsible for compliance with Worley and the ExxonMobil GOLD Project HSE plans, and all regulatory requirements.

- Refuelling and all tank filling will be carried out in designated protected refuelling areas, except where the nature of the machinery makes this impractical.
- During the process of refuelling, a fuel spillage kit must be available in order to contain any spillage and prevent contamination.
- An emergency spill kit containing sand or suitable absorbent materials must be kept readily available in case of spillage in the main fuel storage area.
- Trained personnel must supervise all refuelling operations.
- A pre-fuelling checklist Shall be completed by the Authorized employee prior to fuelling activities

Project Specific Work Instruction		Procedure No: WI-XOM GOLD Project	Page: 2 of 6
Vehicle / equipment and fuel cell Refueling		Supersedes:	Revision A Issue Date: 1-Apr-2022
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- Fuel log shall be completed for each transfer by the designated employee.
- Fuel cells will be inspected monthly and documented by an authorized employee(s)
- Personnel carrying out refuelling are to be made aware of the requirements listed here and be trained in the use of spill kits and emergency procedures.

Equipment fueling and Maintenance

- All small items of equipment, such as pumps and generators, must be placed on a suitable 'drip tray' in order to contain any spillage and leakage.
- Equipment with visible leakage must not be used on site. It must be removed for maintenance or repaired in-situ, if necessary, to prevent pollution caused by removal.
- If there is insufficient space on site to provide a dedicated area for the maintenance of equipment, then wherever possible, emergency equipment repair and essential maintenance must be undertaken within a temporarily protected zone constructed, within the immediate area of the equipment to be repaired or maintained.
- A temporarily protected zone can be constructed by forming a spillage containment area using sandbags to form a dike wall of sufficient height to contain twice the maximum possible spillage that could occur, with an internal heavy gauge polyethylene liner overlaid with a sand mat or timber grillage onto which the item of equipment can be placed to undertake the maintenance or repair required.
- For larger heavy items of equipment, such as crawler cranes, hydraulic cranes, and earth moving equipment, repair / maintenance can be undertaken in-situ, provided localized containment of spillage is provided and an adequate number of emergency spill kits are available.

Project Specific Work Instruction		Procedure No: WI-XOM GOLD Project	Page: 3 of 6
Vehicle / equipment and fuel cell Refueling		Supersedes:	Revision A Issue Date: 1-Apr-2022
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General Safety Requirements

- Ensure all Proper PPE (Plant basic, FRC, and SDS required) are worn while Fueling.
- Park, shut down, and secure and lock all equipment prior to fueling.
- A vehicle or piece of equipment should never be refueled while the engine is running.
- Vehicles should not be refueled inside a building.
- Hot engines and catalytic converters should be allowed to cool prior to fueling.
- No smoking hot work or open flames should be permitted within 50 ft (7.6 m) of a vehicle or equipment being refueled.
- Only approved pumps, hoses, and nozzles should be used. Safety cans should be used for smaller quantities of fuel.
- Spills should be avoided. If a spill does occur, it should be reported, contained, and cleaned up promptly using sand or other suitable absorbent compounds.
- The fuel tank of a vehicle should not be filled completely. Space should be left to allow for expansion of the fuel as the temperature rises.
- Fuel should be stored in an approved, secured tank located on level ground, remote from work areas.
- An approved fire extinguisher should be mounted on all equipment and should be located away from the fuel system during refueling.

Mobile Fueling of Vehicles and Heavy Equipment

Mobile fueling, also known as fleet fueling, wet fueling, or wet hosing, is the practice of filling fuel tanks of vehicles or equipment by fuel tank trucks, tank trailers, and trucks with accessory fueling tanks that are driven to the yards or sites where the vehicles to be fueled are located.

Project Specific Work Instruction		Procedure No: WI-XOM GOLD Project	Page: 4 of 6
Vehicle / equipment and fuel cell Refueling		Supersedes:	Revision A Issue Date: 1-Apr-2022
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Mobile Fueling requirements

The driver/ Fueling operator must be present and constantly observe the fuel transfer to ensure the implementation of the following procedures at all fuel transfer locations:

- To the extent practical, locate the point of fueling at least 25 feet from the nearest storm drain or drainage ditch, or inside an impervious containment with a volumetric holding capacity equal to or greater than 110 percent of the fueling tank volume, or covering the storm drain to prevent discharge of spilled or leaked fuel.
- Place a leak-proof drip pan or an absorbent pad under each fueling location prior to and during all fueling operations

Dispensing operations.

- Manage the handling and operation of fuel transfer hoses and nozzle, drip pan(s), and absorbent pads as needed to prevent spills/leaks of fuel from reaching the ground, storm drain, or surface waters
- Do not extend fueling hoses across a traffic lane without traffic cones, or equivalent devices, conspicuously placed to block all traffic from crossing the fuel hose.
- Remove the fill nozzle and cease filling the tank when the automatic shut-off valve engages. Do not lock automatic shut off fueling nozzles in the open position.
- Do not "top off" the fuel tanks
- Immediately notify Worley HSE/ Management in the event of any spill to the ground or entering surface or ground waters.

SMALL CONTAINERS = – Canisters, Jerry Cans, , Drums

Project Specific Work Instruction		Procedure No: WI-XOM GOLD Project	Page: 5 of 6
Vehicle / equipment and fuel cell Refueling		Supersedes:	Revision A Issue Date: 1-Apr-2022
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- Containers =1 to 5 gallons used to store flammable or combustible liquids (e.g., gasoline & diesel fuel), must meet the appropriate design specifications.
- Maintain containers in good condition – not damaged, rusting or leaking.
- Adequately seal containers with proper fitting lids, caps, bungs or valves to prevent spills and leaks.
- Spill control is required for small containers of flammable and combustible liquids that have the potential to spill.

Safety Awareness

- All fuel containers must be labelled in accordance with the Workplace Hazardous Materials Information System
- No Hot work or Smoking is permitted within 50 feet of where dispensing is being carried out.
- One 20lb A:B:C rated fire extinguisher is required where containers are stored and during fulling operations
- Containers must not be filled beyond their safe filling level.
- Mark containers at a safe maximum fill level corresponding to approximately 90% capacity.
- Ensure Jerry cans are bonded prior to filling.
- **Do NOT** fill cans in the bed of a truck.

Truck-Box Fuel Tanks

Tanks Used to Transport Diesel Fuel and other Combustible liquids

Safety Awareness

- A truck-box fuel tank must be labelled with a flammable/combustible sticker or placard so that it is visible from outside the truck.

Project Specific Work Instruction		Procedure No: WI-XOM GOLD Project	Page: 6 of 6
Vehicle / equipment and fuel cell Refueling		Supersedes:	Revision A Issue Date: 1-Apr-2022
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- Take appropriate measures against static charge build-up when transferring flammable liquids or combustible liquids in trucks with plastic box liners or rubber mats.
- Tanks must not be filled beyond their safe filling level.
- Any vehicle fitted with a portable fuel tank is required to have at least one 20lb A:B:C rated portable fire extinguisher
- When dispensing flammable liquids, ensure that static electrical charges are controlled by establishing an electrical ground connection between the tank or container and truck box fill stem, or by providing other appropriate measures as applicable.

REVIEWED BY:
BY:

ACCEPTED

Safety Manager

Project Manager

Monthly Aboveground Fuel Storage Tank Inspection Form

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Tank ID No.:</td> <td style="width: 50%;">gallons</td> </tr> <tr> <td colspan="2">Tank Capacity:</td> </tr> <tr> <td colspan="2">Product Stored:</td> </tr> </table>	Tank ID No.:	gallons	Tank Capacity:		Product Stored:		Inspected By: Date:			
Tank ID No.:	gallons									
Tank Capacity:										
Product Stored:										

Compliance Item	Yes	No	N/A	Notes/ Comments
1. Is the exterior paint on the tank in good condition, with no signs of cracking, bulging, or corrosion?				
2. Are there any signs of spills or leaks on or around the tank?				If yes, notify HSE immediately
3. Are the tank's supports and foundation in good condition, with no signs of cracking, settling, or corrosion?				
4. Is the containment area in good condition and free of liquid and debris?				
5. Is the tank's product level gauge and/or automatic tank gauge system functioning properly and indicating an accurate fuel level for the product in the tank?				
6. Is the tank's primary vent pipe in good condition and free of visible obstructions?				
7. For tanks with manually monitored interstitial spaces, is the interstitial space free of liquid and debris?				
8. Is the tank's fill port or fill port containment closed and locked?				
9. Is the tank's fill port containment in good condition and free of all liquids and debris?				
10. Is all of the visible piping/ hoses in good condition, with no signs of cracking, bulging, or corrosion?				
11. Are there any signs of spills or leaks on or around any of the equipment?				If yes, notify HSE immediately
12. Are all product dispenser components in good condition and functioning properly? (e.g., pumps, dispenser hoses, nozzles, etc)				
20. Is emergency spill equipment/supplies readily available at or near tank? (e.g., speedy dry, absorbent pads, etc)				
21. Fire Extinguishers. a. Is there immediate access to the fire extinguisher? (nothing blocking the way) b. Do fire extinguishers have a safety seal? (Ensure the seal is not broken or missing) c. Does the fire extinguisher have a current inspection tag that is attached?				

Pre-Fueling Checklist			
		Yes	No
1	Check the general condition of the fuel vehicle. Is the vehicle clean inside and out, free of dirt, oily rags, paper cups, trash?		
2	Are the static reels, cables and clamps in good condition?		
3	Check to see that there is a functioning deadman control that is used to control the flow of fuel.		
4	Check Fire Extinguishers. a. Is there immediate access to the fire extinguisher? (nothing blocking the way) b. Do fire extinguishers have a safety seal? (Ensure the seal is not broken or missing) c. Does the fire extinguisher have a current inspection tag that is attached?		
5	Check condition of hoses. Are they free from abrasions, cuts, blisters, and exposed reinforcement cords cracks, twisted or sharp bends?		
6	Are there any fuel leaks anywhere on the vehicle?		
7	An emergency spill kit containing sand or suitable absorbent materials kept readily available in case of spillage in the main fuel storage area.		
8	Hot engines and catalytic converters should be allowed to cool prior to fueling		
9	No smoking hot work or open flames should be permitted within 50 ft (7.6 m) of a vehicle or equipment being refueled.		
10	Manage the handling and operation of fuel transfer hoses and nozzle, drip pan(s), and absorbent pads as needed to prevent spills/leaks of fuel from reaching the ground, storm drain, or surface waters		
11	SDS and Pump Equipment Manuals present?		
12	all Proper PPE (Plant basic, FRC, and SDS required) are worn		
	Fuel log shall be completed for each transfer by the designated employee		
Completed by: Date:			