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| **Name of Safe Job Procedure** | **Filling Propane Cylinders** | | | | **SJP #** | | 00-0\_\_ |
| **Hazard Rating:** |  | High |  | Moderate | |  | Low |
| **Date Developed:** | Enter Date Here | | | | **Revision Date:** | | Enter Date Here |
| **Reviewed by:**(name & title) | Add name of Management representative | | | | **Date:** | | Enter Date Here |
| **Reviewed by:** (name & title) | Add name of worker representative. | | | | **Date:** | | Enter Date Here |

**Instructions:**

* Management and Worker representatives must review this safe job procedure (SJP) prior to implementation, annually, or any time the task, equipment, or materials change.
* Do NOT perform this procedure until you have been appropriately trained and authorized to do so by your supervisor.

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| **Required Training:**   * Propane Filling Certificate |

**Required PPE:**

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| Eye Protection | Face-Shield | Safety Footwear | Hearing Protection | Type of Gloves | Hard Hat | Protective Clothing | No Loose clothing, jewelry |

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| **Potential Hazards:**  **Fires**   * Ensure proper fire extinguisher is present * Extinguish all open flames * No smoking   **Propane freeze (burns)**   * Ensure liquid gases cannot contact exposed skin * Wear proper gloves, clothing and face protection   **Back strains**   * Use proper lifting and carrying techniques as described in manual material handling safe work practice * Do not overreach * Test cylinder weight prior to lifting |
| **Pre-Filling Safety Checks**   * Check expiry date on bottle prior to filling * Inspect the bottle for any physical damage * Ensure all sources of flame have been extinguished |
| **Job Steps**   1. Carefully move the propane cylinder to the scale or filling area. 2. Remove the safety plug from the cylinder. 3. Visually inspect the cylinder before filling and look up the proper filling capacity; set the scale accordingly. 4. Attach the filling nozzle to the cylinder valve and tighten by hand. 5. Slowly open the cylinder valve and overflow (spit) valve. 6. Pull the supply chain. 7. Turn on the pump at the power switch. 8. Open the filling lever to begin filling of propane cylinder. 9. Watch the scale to see if capacity is reached or watch for the liquid/gas emitting from the spit valve to change. 10. Close the filling lever and turn off the pump at the power switch, then disengage the supply chain. 11. Close the valve on the cylinder and slowly remove the filling nozzle. 12. Insert the safety plug into the cylinder and move the cylinder to the full bottle area. |