



UNC
ENVIRONMENT,
HEALTH & SAFETY

Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

JOB SAFETY ANALYSIS TOPIC:

Fueling a State Vehicle

Old Well Service Station



Title	Work Task	Hazards	Controls
Preplan the work	Plan the fuel task. Know which side the fuel pump is located. Know what type of fuel the vehicle requires E85, Unleaded or Diesel.	Spills Explosive Hazards	Fuel vapors are extremely flammable extra caution should be taken not to produce any static electricity. NO Cell phone use while pumping gas.
Before the job	Take all safety precautions- Turn off vehicle, No Smoking, No Cell phone use. Insert key fob and code in to the fuel master Select the pump numbered 1-4	Spills Explosive Hazards	Make sure the vehicle is in Park and turned off before exiting. Never smoke or use a lighter around fuel vapors. Know where the Emergency STOP button is located.

Fueling Process	Remove the pump nozzle and insert it into the vehicle tank. Be sure to insert nozzle tip completely to avoid spills and to engage automatic shutoff system.	Fall Hazards Spills Explosive Hazards	Place fuel cap in provided section on fuel door or in a location where it will not roll away. Never leave car unattended while gas is pumping. Don't over fill car, car is usually full when automatic shut off works. Do not put water on gas spill. Use the spill kit located near the pump or contact service station attendants if any spills or overflows occur.
Fueling Completion	Turn off fuel dispenser. Replace fuel nozzle. Replace vehicle fuel cap. Tighten until you hear a click.	Spills Fall and Trip Hazards	Make sure fuel cap and vent are locked. Be sure not to trip over nozzle hose while fueling vehicle.
Training	Employees must have hands on training in the proper use of this piece of equipment.	Supervisor is to fill out the UNC-CH Supervisor Led Training Form' and turn in to Environment, Health and Safety for documentation of proper training	
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