

October 2007 Safety Meeting

Pre-Transfer Procedures

Meeting Purpose

Filling propane tanks and cylinders is a routine task that sometimes can be taken for granted. In this meeting, we want to discuss several topics that should be considered before the filling of tanks and cylinders. Thousands of propane containers are filled each day without incident. However, mistakes have been made and this meeting will remind everyone of the need to perform high quality pre-transfer activities prior to each fill.

Safety Considerations Involving Tank/Cylinder Filling

Listed below are some excerpts taken directly from NFPA #58, The Liquefied Petroleum Gas Code, 2004 Edition as well as other suggestions. **Instructions to safety meeting leader**, read and discuss with your group each of the following topics:

1. Only qualified personnel are to transfer propane;
2. The qualified person must be in attendance at all times;
3. The container will only be filled after design, fabrication, inspection, markings and requalification dates (if applicable) are verified;
4. Non-refillable or single-use containers must not be refilled;
5. Internal combustion engines must be removed within 15 ft. of transfer;
6. Metal cutting and welding operations must not be located within 35 ft. of transfer;
7. Materials or components heated above the ignition temperature of propane (920 degrees F) shall be either removed from the transfer area or cooled before transfer;
8. Cargo tanks shall not be parked closer than 10 ft. to the tank being filled;
9. Air handling equipment shall not be operating within 50 ft. of transfer;
10. Transfer hoses will be inspected PRIOR to use for the following defects:
 - a. Damage to the outer cover
 - b. Kinked or flattened hose
 - c. Soft spots or bulges
 - d. Damaged or slipping couplings
 - e. Leakage
11. A dry chemical fire extinguisher with a minimum of 18 B:C rating will be within immediate reach of the operator;
12. If filling an RV, have all occupants exit the vehicle before filling;
13. Bobtail drivers must always ensure that they have on their person the truck's remote shutdown control;
14. The driver should check the operation of the bobtail's remote control shutdown within 18 hours of the first fill;
15. The operator will ensure that the container being filled is not overfilled;
16. Keep unauthorized personnel away from transfer operations.

October 2007 Test

Pre-Transfer Procedures

Name: _____

Date: _____

Instructions: Read and answer each of the following questions. When complete, grade the test and review incorrect answers so each employee is “armed” with the correct answers before they leave the training.

1. Most of the discussion topics in this meeting were taken from:
 - a. NFPA #54
 - b. NFPA #59
 - c. ASME standards
 - d. NFPA #58

2. This meeting dealt mostly with actions a driver/filler must consider prior to filling a tank/cylinder.
 - a. True
 - b. False

3. A _____ fire extinguisher of the proper size will be within immediate reach of the operator.

4. Metal cutting and welding operations must be kept at least _____ feet away from transfer areas.
 - a. 5
 - b. 10
 - c. 35
 - d. 50

5. Only qualified and trained personnel should fill tanks and cylinders.
 - a. True
 - b. False

6. Cargo tanks should not be parked any closer than 10 ft. from the tank receiving the product.
 - a. True
 - b. False

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Answer Sheet

1. d.
2. a.
3. dry chemical.
4. c.
5. a.
6. a.