Service station operator’s checklist

This inspection checklist is based on and should be used in conjunction with the Workplace Health and Safety Queensland (WHSQ) publication, [*A guide for service station operators under the Work Health and Safety Act 2011*](http://www.deir.qld.gov.au/workplace/resources/pdfs/guide-service-station-op.pdf). This checklist has been developed to help the operator control the risks associated with the storage and handling of fuel. The Work Health and Safety Regulation 2011 requires risks associated with hazardous chemicals be minimised as far as reasonably practicable. Following the guide and adopting the inspection checklist will help demonstrate that your fuel storage and handling systems, and safe systems of work have been developed, documented and implemented. It does not cover all aspects of a facility’s safety management system (e.g. managing theft and personal safety) or system design and installation, but will help identify deficiencies in the site’s operational safety relating to fuel storage and handling.

Location: …………………………………………… Date: ……... /…….../……...

Inspection carried out by: ……………………………………………….

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Checklist** | **Yes / No / N/A** | **Comments and actions** |
| **Site perimeter** | | | |
| 1. | Manifest box is in good condition, water tight and securely fastened with locking mechanism? Keys are available. |  |  |
| 2. | Check contents of manifest and site plan information:   * Two copies of contact information – correct and up-to-date * Storage locations and quantities as shown are correct * Document is good condition and legible. |  |  |
| **Service station forecourt** | | | |
| 3. | Hardstand area above underground tanks, fill boxes and dispensing areas are in good condition.  ***Note****: Identify any damage. If minor, take photographs to assess if damage is increasing over time.* |  |  |
| 4. | Tank fill points located away from ignition sources.  Tanker fill exclusion zone marked on the forecourt. |  |  |
| 5. | Fill point caps and fill box seals are in good condition.  ***Note****: No water should accumulate within them. Drain lever in fill box should be operating correctly.* |  |  |
| 6. | Correct fill and dip point markers are located for each tank.  ***Note****: ULP-violet /white, PULP-yellow/white, Diesel-olive/black, E10-violet/orange.* |  |  |
| 7. | Condition of vent pipes:   * Secured and undamaged. * Clear of vegetation within 3m. * Vent caps present and functional.   ***Note****: Ensure vent termination points are clear of any debris, exclude rain ingress and help diffuse and dissipate vapours.* |  |  |
| 8. | Bollards that protect the dispensers, aboveground tanks and vent pipes in good condition and remain fit for purpose.  ***Note****: Repair where impact has occurred and ensure they remain robust and effective.* |  |  |
| 9. | Placards on **aboveground** tanks are in good condition and clearly visible from normal approaches. |  |  |
| **Maintaining safety during tanker filling operations** | | | |
| This section applies when a tanker vehicle is on site to deliver fuels and fill product tanks (e.g. petrol and LPG). | | | |
| 10. | The tanker vehicle position itself appropriately on site within the property boundaries. |  |  |
| 11. | Any dispensers within the exclusion area shut down for the duration of the transfer process. |  |  |
| **Dispensing area** | | | |
| 12. | Hosepipes, break away couplings and nozzles free of damage.  Look for visible signs of leaks.  ***Note****: Ensure damage is promptly repaired. Latching pins are not permitted in petrol dispensing nozzles*. |  |  |
| 13. | ‘A Stop Engine. No Smoking.’ sign is clearly visible at each flammable liquid dispenser.  Is this and any other safety sign clearly visible and legible? |  |  |
| 14. | Fire extinguishers must:   * be a minimum of 2 x 9kg ABE (powder) type extinguishers be available in the dispensing area and clearly visible in the direction of approach for vehicles * be charged and ready for use * have a yellow maintenance tag is attached and embossed with a date mark of last inspection within the last six months.   ***Notes****:*   * *1 x extinguisher is sufficient if only Diesel is dispensed.* * *When checking whether an extinguisher is charged and ready for use, the pressure gauge’s needle shall be in the green area*. |  |  |
| 15. | LPG dispenser and self-serve and pay dispensers must have an easily accessible emergency stop button close to the dispensing area. |  |  |
| 16. | Are there any visible spills in the dispensing area?  ***Note****: Check on source of any leaks (e.g. hoses). Clean up residual liquids to avoid slips and trips or potential ignitions.* |  |  |
| 17. | A spill kit is easily accessible to the dispensing area. |  |  |
| 18. | The spill kit contains as a minimum, several kilograms of absorbent material, a shovel, a broom and a container to collect waste material for ready-to-go use.  ***Note****: Ensure it has not been used as a rubbish bin – clear any extraneous material.* |  |  |
| 19. | Where site specific spill containment equipment is made available such as drain covers, are they in good condition and accessible. |  |  |
| 20. | The dispensing area well illuminated during night time operations where applicable.  ***Note****: Lighting should allow for all signs and pump information to be clearly visible*. |  |  |
| **LPG cylinder exchange facility** | | | |
| 21. | A red Class 2.1 diamond and a ‘Flammable Gas – No Smoking, No Flame’ sign clearly visible on the cage. |  |  |
| 22. | Cage/s located away from trafficable areas.  ***Note****: Exchange cylinder cages should be positioned so that impacts are minimised and away from potential ignition sources in well ventilated areas. Minimum separation distances from various items are detailed in the Service station operator’s guide*. |  |  |
| 23. | The cage/s locked when not in use. |  |  |
| 24. | The cage/s is clear of any rubbish or accumulated combustible material.  ***Note****: Avoid storages of fire timber or oil products next to cages.* |  |  |
| **LPG tank (where installed)** | | | |
| 25. | Tank placard showing the red Class 2.1 diamond clearly visible on or adjacent to the tank. |  |  |
| 26. | A plant **design** **registration** number for the pressure vessel is kept readily accessible in the vicinity of the plant at all times. |  |  |
| 27. | Individual **plant item registration** number marked on the item of plant. |  |  |
| ***Note:*** *LPG tank installation inspection is beyond the scope of this checklist. Further information on the appropriate level of visual inspection that can be conducted should be sought from the product supplier who likely manages the on-going maintenance and repair of the LPG installation. Items may include the condition of impact protection, associated fire extinguishers, safety signage, exclusion areas, tank foundations and supports and on-site conditions.* | | | |
| **Operator console and retail area** | | | |
| 28. | Emergency stop switch in the console area is clearly labelled. |  |  |
| 29. | All the dispensing units clearly visible by direct vision or cameras. |  |  |
| 30. | An up-to-date emergency telephone/contact list is adjacent to the control console. |  |  |
| 31. | A copy of the site emergency plan is easily accessible to the console operator. |  |  |
| 32. | Portable fuel containers for sale to the public comply with AS 2906-2001- Fuel containers – portable-plastic and metal.  ***Note****: Containers should have an embossed marking indicating compliance.* |  |  |
| 33. | All hazardous chemicals and combustible liquids in packages stored and handled so they cannot contaminate food, food packaging and personal use products.  ***Note****: Ensure such products are separated in retail areas.* |  |  |
| 34. | First aid kit appropriately stocked and readily accessible. |  |  |
| **Documents and records** | | | |
| 35. | The following is available at the location unless otherwise specified: |  |  |
| (a) | Hazardous chemical register and safety data sheets (SDS). |  |  |
| (b) | Site operating and maintenance procedures. |  |  |
| (c) | Safe work procedure and permit system for conducting any repair or renovation work on the forecourt within the vicinity of the fuel dispensers and their associated hazardous areas. |  |  |
| (d) | Acknowledgement letter from WHSQ that the site has notified as a manifest quantity workplace.  ***Note****: May be retained at corporate office location.* |  |  |
| (e) | Acknowledgement letter from Queensland Fire and Rescue Service that the site has submitted the emergency plan.  ***Note****: May be retained at corporate office location.* |  |  |
| (f) | For all underground fuel tanks and pipelines:   * Inventory control reconciliation records (Appendix D of AS4897 provides an example procedure and calculation form which includes: tank dips, dispenser meter readings, fuel deliveries, removals and internal transfers). * SIA/SIRA (statistical inventory analysis) or AIT (automatic tank gauging- for newer installation) records. * Response procedures and equipment for investigating any discrepancies, suspected losses or water ingress (Appendix E of AS4897 provides an example discrepancy or loss investigation procedure).   ***Note****: AS4897 recommends these records be kept for at least two years. May be kept off site provided they are able to be made available if requested by an inspector.* |  |  |
| (g) | Maintenance records for the site’s storage and handling systems.  **Examples include**: tank and pipework EITs and/or inspections, cathodic protection system inspection reports, fire-fighting system maintenance reports. These may be kept off site (e.g. LPG pressure vessel) provided they are able to be made available if requested by an inspector. |  |  |
| (h) | Incident reporting and investigation system. |  |  |
| (i) | Staff training logs and records.  ***Note****: Console operators must know what constitutes an emergency and what to do in an emergency such as dealing with gas leaks and fuel spills. They must also know actions to take to control ignition sources on the forecourt, and turning off pumps.* |  |  |
| (j) | Register of safety meetings and minutes. |  |  |

Using the table below, record each item found to be non-compliant or unsatisfactory and ensure each item is assigned to a responsible person and actioned in an appropriate time frame.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Non-compliance/issue** | **Corrective action** | **Responsible person** | **Date**  **completed** |
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**Workplace Health and Safety Queensland Weburl** [**www.worksafe.qld.gov.au**](http://www.worksafe.qld.gov.au/) **Telephone 1300 362 128**

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