

<i>Potential Hazard Review</i>	
<u>Chemical Hazards</u>	
<ul style="list-style-type: none">• Inhalation: Inflammation of the lungs, respiratory failure, death• Skin contact: Burns, allergic reaction, dermatitis• Absorption: Irritation, overexposure• Injection: Overexposure• Ingestion: Overexposure	
<u>Physical Hazards</u>	
<ul style="list-style-type: none">• Fire/explosion: Burns, death	
<i>Authority</i>	
<ul style="list-style-type: none">• CCR Title 8 Section 5417• California Fire Code, Section 7902	
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Refer to and follow the policy and procedure listed in documents provided by the RPD Asset Manager. The documents can be found on the SF RPD Vehicle Documents intranet page.

This SWP is dedicated to helping you avoid an injury or illness from known hazards. You are advised to follow these recommendations, read and follow this SWP and any related SWPs, complete any required or recommended training, and to obtain advice from a Qualified Person if you have any questions.

A Qualified Person is a person **designated** by the employer; and by reason of **training**, experience, or instruction who has demonstrated the ability to perform safely all assigned duties; and, when required is properly licensed in accordance with federal, state, or local laws and regulations.

All tasks require that you:

- Use equipment in accordance with the guidelines set forth by the manufacturer. This includes following all signs and labels, and reviewing any manufacturer's operating manuals.

- If the instructions provided in the operating manual conflict with this SWP, then follow the instructions in the manual. The manufacturer's unique instructions prevail over this general SWP.
- Review the safety data sheets (SDSs) for each chemical.
- Have completed required training, training on this SWP and those listed above as related. Training must be completed before initial assignment. It is also recommended that you complete refresher training every two years.

BEFORE

1. Keep gasoline storage and handling equipment in good condition and out of reach of children. Inspect for leaks, deterioration or damage.
2. Never store gasoline in food or drink containers.
3. Store gasoline as follows:
 - In approved safety containers away from heat, sparks and incompatible materials.
 - Up to 5 gallons of any combination of flammable liquids (including gasoline) may be stored in an unventilated closet or storage space. If you go above this amount, the gasoline must be kept in a flammable liquid storage cabinet and a permit from the SF Fire Department will be required (see EHS for further information).
 - Signs shall be posted in storage areas prohibiting open flames and smoking.
 - A fire extinguisher must be kept where gasoline is stored.
4. Be sure all containers for flammable and combustible liquids are clearly and correctly marked.
5. Keep cap vents clean and free, and tank and safety can pressure-relief valves functional.
6. Motor oil and grease are considerably less flammable than gasoline, but they will burn. Keep them away from ignition sources.

DURING

1. Keep gasoline away from open flames and motors that might spark.
2. When transferring gasoline, bond the containers to each other, and ground the one being dispensed from to prevent sparks from static electricity.

3. Clean up spills right away and put oily rags in a tightly covered metal container.
4. If gasoline is spilled on your clothing, go outside, away from any ignition source, and allow the clothing to dry. If more than a little was spilled, remove the garment, and wash the gasoline from your skin to avoid irritation.
5. Do not transport gasoline in the trunks of automobiles. Transport cans of gasoline in truck beds, being sure to secure the cans so that they cannot move.
6. Never siphon gasoline, use a pump.
7. When filling gas cans, remove them from the bed of the truck and place on the ground.

Refueling

1. Avoid breathing gasoline vapor.
2. When arriving to refuel, drive up to the pump or storage tank slowly. Be careful not to bump it. Be cautious during refueling. Fires and explosions can happen. Besides being a fire hazard, spilled gasoline can cause irritation and discomfort if it contacts the skin.
 - Turn off the engine, and extinguish smoking materials.
 - If the engine is hot, allow it to cool for a few minutes.
 - Position yourself so you can refuel without slipping or becoming fatigued.
 - Remove the gasoline cap slowly and allow the pressure to dissipate.
 - Avoid over filling. Allow any spilled gasoline to evaporate before starting the engine.
 - Do not re-enter your vehicle while fueling is in progress. If you have to, then ground yourself by touching the metal on the outside of the vehicle before removing the nozzle to discharge static electricity¹.
 - After releasing the nozzle valve to shut off gasoline flow, keep the nozzle in the filler opening a few moments to allow it to empty.
 - Check vents to be sure they're not clogged, and replace the filler cap.
 - Lock up the pumps so children, or other unauthorized persons cannot pump gasoline.
 - Refuel small equipment outside -- never in an enclosed area. A funnel will make the job easier when using a safety can.
 - Wipe up spills and allow the excess to evaporate before starting the engine.

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- Before resuming work, put the safety can back into safe storage.

AFTER

1. Make needed repairs or replace faulty components immediately.
2. Avoid inhalation of gasoline vapor.

References:

1. Qualified Person definition obtained from "Safety and Health Training and Instruction Requirements." Retrieved September 11, 2012 from <http://www.dir.ca.gov>
2. Cal-OSHA Reporter, "Clarification on Cell Phones & Gas Pumps", May 2, 2003, page 00-7990
3. Driver's Guide, City and County of San Francisco, General Services Agency, Fleet Management Department, January 2015