

Administrative Procedure 546

STORAGE OF GASOLINE OR PROPANE POWERED EQUIPMENT

Background

Recognizing that gasoline, propane and natural gas are all combustible fuels that, if improperly stored or handled at District facilities, can cause harm to persons and/or damage to property, the District has developed procedures to ensure safe storage of gasoline or propane powered equipment, propane tanks and small amounts of gasoline within District buildings and schools.

The procedures contained within this document must be followed by all staff, contractors and volunteers, and apply to all District facilities.

Procedures

Responsibilities

1. Supervisory staff will:
 - ensure that employees are following and applying the procedures contained within this document; and
 - provide guidance and instructions to workers when site conditions present challenges that may require interpretation of these procedures.
2. Employees will:
 - follow and apply all of the procedures contained in this document; and
 - consult their supervisor if site conditions make it unreasonable or impossible to apply these procedures.

Definitions

- Gasoline is classified as a Class IB flammable liquid
- Propane is classified as a Class IA flammable gas

Gasoline Storage and Handling

1. The maximum amount of gasoline that can be stored at any single location is 30 litres (8 US gallons or 6.7 imperial gallons).
2. Gasoline must be stored in a CSA or ULC approved container.

3. Secondary Schools

When storing gas powered equipment or gasoline in a portable container at a secondary school:

- Store the gas powered equipment in the automotive shop.
- Store the container of gasoline in a lockable flammable material storage cabinet, a lockable outdoor cage, or secure undercover area.
- If storing outside of a lockable flammable material storage cabinet:
 - place the fuel can in a position, inside the cage or secure undercover area, that is at least 3 meters (10 feet) from any exit door or ventilation opening;
 - keep the fuel at a reasonable distance from other combustibles and any other hazardous goods or flammable and combustible liquids; and
 - hide the fuel can from plain sight (cover it with a small tarp or cardboard box).

4. Elementary Schools/Facilities with Outdoor Inner Courtyards

When storing gas powered equipment or gasoline in a portable container at:

- | | |
|-----------------|--------------------------------|
| - Beach Grove | - Holly |
| - Brooke | - Jarvis |
| - Chalmers | - Ladner |
| - Cougar Canyon | - McCloskey |
| - Hawthorne | - Pebble Hill |
| - Gibson | - Pinewood |
| - Gray | - Port Guichon |
| - Hellings | - South Park |
| | - Delta Manor Education Centre |
- Store the gas powered equipment and fuel container in an outdoor inner courtyard (cover both with a tarp if rain is an issue).
 - Ensure the equipment and fuel container are at least 3 meters (10 feet) from any exit door, ventilation opening, or window.

5. Elementary Schools/Facilities Without Outdoor Inner Courtyards

The following schools have no secure outdoor storage:

- | | |
|-----------------|-----------------------|
| - Annieville | - Heath |
| - Cliff Drive | - Neilson Grove |
| - Devon Gardens | - Richardson |
| - English Bluff | - Sunshine Hills |
| | - School Board Office |
- Gasoline handling at these schools will be dealt with using administrative measures. The supervisor will make an arrangement, with the employee or contractor carrying out the task, for that supervisor or a delegate to drop off the fuel at the beginning of the shift and pick-up the fuel at the end of the shift. If the employee or contractor has the means to transport the gas container, then the supervisor could arrange for that employee or contractor to be the steward of that fuel.

- The lack of storage for gasoline powered equipment at these schools can also be dealt with through administrative measures. The supervisor could make an arrangement, with the employee or contractor carrying out the task, for that supervisor or a delegate to drop off the equipment at the beginning of the shift and pick-up the equipment at the end of the shift. If the employee or contractor has the means to transport the equipment, then the supervisor can arrange for that employee or contractor to pick-up and return the equipment.
6. Gas powered equipment could be:
- stored at the Tilbury Maintenance Facility and distributed as needed;
 - stored at an elementary or secondary school in close proximity to any of the elementary schools on the list that lack storage (snow blowers might be best stored this way); or
 - temporarily stored overnight in the gymnasium (pressure washers might be best stored this way).

Propane Storage and Handling

1. All employees will:
 - ensure that propane cylinders are protected from sparks, flames, excessive heat, physical damage, electrical contact or corrosion;
 - ensure propane cylinders currently have a valid certification date;
 - store propane cylinders in the upright position, when possible; and
 - secure propane cylinders against falling or rolling during storage, transportation or use.
2. If the refueling process only involves changing propane cylinders, a propane handler's certificate is not required, but the operator or other person doing the task should have appropriate training to perform this function.
3. Handling
 - Keep the valve on propane cylinders closed when the equipment is not in use.
 - Keep the valve on propane cylinders closed when the cylinder is empty, tag the cylinder as empty, and store the empty cylinder separate from cylinders containing propane.
 - Store propane powered scissor lifts and/or other propane powered equipment outdoors, after hours, when operating at schools.