

STANDARD OPERATING PROCEDURES FOR STORING & HANDLING OF PROPANE SAFELY

1. Purpose:

To provide a procedure which outlines the responsibilities of all employees in the Operations & Facilities Division of the Town of Fort Frances in Storing and Handling Propane Safely.

2. Responsibility:

All employees in the Operations & Facilities Division are responsible for understanding and carrying out the responsibilities and duties outlined in the policy.

3. Procedure:

- Practices, procedures, equipment and appliances are required to be safe and compliant with federal, provincial, municipal and company standards.
- All employees who handle propane are required to be trained and certified.
- Propane cylinders must be used, transported and stored in the upright position, valve capped and secured in position.
- Store cylinders outdoors, in designated area(s), away from heat or sources of ignition, and in a secure, well ventilated area, off the ground on a non-combustible base.
- Keep full cylinders separate from empty cylinders.
- Never use, store, or transport your cylinder where it could be exposed to temperatures greater than 52° C (125° F).
- Never smoke while handling a propane cylinder.
- Do not transport or use propane containers that are damaged, show signs of corrosion, have been exposed to fire, or appear to be leaking.
- Always use proper fitting wrenches when making connections. Do not use vise grips or pipe wrenches.
- Check valves for leaks using a soapy liquid around the valve connection.
- Cylinders should be exchanged in a well ventilated location.

4. Personal Protective Equipment:

- The following safety equipment will be worn at all times when exchanging cylinders and/or using propane torches:
 - a) Safety glasses
 - b) Gloves
 - c) Long sleeve shirt or jacket
 - d) Long pants (no shorts)
 - e) CSA approved safety boots

5. Propane Torch Use:

A flame from a propane torch can reach extremely high temperatures. Workers using a torch can receive serious burns from both the torch flame and the material they are applying heat to.

- Prior to use, ensure that torching equipment is in good working order and the cylinder valves are clean. Check that fittings, hoses and heads are secure.
- DO NOT USE defective equipment.
- Use soapy water to check connections for leaks.
- Only use a spark lighter or electronic starter to light torch.
- Protect the propane hose from damage by:
 - Keeping torch flame away from hose.
 - Keeping hose free of kinks.
 - Not running over hose with equipment.
 - Not using the hose to lift the cylinder.
- A torch flame is difficult to see in daylight, be aware of and keep away from the flame.
- NEVER LEAVE AN OPERATING TORCH UNATTENDED.
- Other than the operator, all workers should stay at least 1 metre away from the torch.
- Set torch units into support leg position when not in use.
- To shut off torch, close cylinder valve first, let gas burn out, close torch valve.
- At the end of the day, disconnect hoses and store properly.