Comen Fuel WA

Refuelling Induction

COMEN FUEL
WA
JURIEN BOAT LIFTERS

Emergency Contact Numbers

NAME	TELEPHONE
Fire Station	000
Police Jurien Bay	9652 0600
Ambulance Ambulance Jurien Bay Office	000 9652 1088
Jurien Bay Health Centre Doctors Surgery Accident & Emergency (Health Direct)	9652 0200 9652 01484 1800 022 222
Poison Information Centre	131 126
Western Power Emergency Line	131 351
Electrician – Shadbolt Electrical	0429 626 482
Electrician – Elite Electrical	9921 4061
Water Corporation Faults & Emergency	131 375
Plumber - Jurien Plumbing	0419 901 579
Environmental Protection Authority	6145 0800
Dandaragan Shire Office (Environmental Health Services)	9652 0800
Great Southern Fuel Supplies Kellie Mattsson	9921 0100 0408 731 473
BP Technical Help & Emergency Response	1300 130 027
Department of Transport	9435 7646 Fremantle 0417 953 254 Rosemaree Murphy 0427 934 814 Shelley Grice

Contents

Customer Obligation whilst Refuelling 1
Refuelling Procedures 1
Alarm Initiation 2
Recommended Refuelling Procedure 2
Preventing and Managing Spills 3
Prevention of Fire 4
Safe Work Practices 6
Work Permits and Clearances 6
Hazardous Substances 6
Personal Protective Clothing 7
Quick Reference Emergency Response 8
Incident Report 9
Operating Instructions – Fuel Dispensing Units 10

Customer Obligation whilst Refuelling

Under government legislation as a consumer of marine fuel, you have obligations to ensure your vessel is refuelled in a safe manner whilst protecting the environment and ensuring the elimination of any petroleum products escaping into the marina environment.

Heavy penalties apply to individuals and corporations who do not manage the prevention of spillage. It is the sole responsibility of the vessel's Skipper/personnel for all refuelling activities. (Please note that Comen Fuel WA will not protect nor support those who abuse the service)

As part of your refuelling obligations please note the following:

- Set a "safe fill limit" for each tank to allow for expansion or trim (this is not the capacity of the tank)
- Prior to refuelling, determine the volume to be pumped into each tank without exceeding the safe fill limit
- Buckets or safety bags are to be placed at each breather while refuelling wherever possible
- The Skipper or a responsible person delegated by the Skipper, must stand by the nozzle or inlet and maintain a visual check in the breather
- During the refuelling procedure, two (2) persons must be assigned to the vessel at all times. One must remain with the handpiece and the other must be situated at the refuelling cabinet next to the Emergency Stop Button in the instance an emergency occurs
- All spillages are to be reported in writing to the owner of the vessel and Comen Fuel WA within 24-hours of the incident

Refuelling Procedures

Severe penalties apply to all persons or corporations who do not take the necessary precautions to eliminate the escape of petroleum product into the marine environment. Ensure all refuelling personnel follow the below "Code of Practice" during the refuelling of any vessel.

- Prior to refuelling, extinguish all cigarettes, cigars and any naked flames
- Determine the volume of diesel to be pumped into each tank without exceeding the safe fill limit
- Buckets or safety bags are to be placed at each breather while refuelling whenever possible
- It is the sole responsibility of the vessel Skipper/designated personnel for all refuelling activities
- All required work permits for the area must be adhered to
- All hot works on the vessel, or hot works on any rafted vessel, or hot works on any vessel within 20 metres of the refuelling point must be ceased
- The Skipper or designated responsible person must stand by the nozzle or inlet and maintain a visual check on the breather
- During the refuelling of any vessel, two (2) people must be assigned to the vessel at all times, one assigned to a hand-piece and one at the cabinet to activate the "Emergency Stop Button" should an emergency occur
- All "on-vessel spillages" or "jetty spillages" are to be reported to the owner of the vessel and Comen Fuel WA in writing, on the incident form provided in this induction or downloaded from the website www.jurienboatlifters.com.au within 24-hours of the incident

Alarm Initiation

Any persons who have identified a risk or emergency by initiating the emergency stop of pumps whilst using any fuel outlet point is to phone the Facilities Operations Centre of Comen Fuel WA on 9652 1511.

Emergency stop buttons are located in each Jetty fuel cabine. Emergency shut off valve to jetty is clearly identifiable and is located at the beginning of the jetty.

Recommended Refuelling Procedure

Before Refuelling:

1. Moor vessel securely
2. Shut down main engine
3. Make sure fire-fighting equipment is available for immediate use
4. Take effective measures to contain any spillage e.g. block scuppers, place buckets/bags under fuel breathers
5. Make sure adequate lighting is available
6. Ensure all personnel on the vessel agree and are aware of emergency shut-down procedures
7. Prohibit smoking and ignition
8. Adjust flow rate to suit tank to be filled
9. Check hose for any leaks or damage
10. If hot works are being performed an appropriate permit must first be obtained from the relevant authority
11. Refuelling of a vessel rafted up is prohibited

During Refuelling:

1. Agree on the maximum amount of fuel to be dispensed into the tank
2. Constantly monitor fill rate to avoid overfilling
3. Ensure all hot works on the vessel, adjacent vessels and within 20 metres of the refuelling point are ceased
4. Have cloths and absorbent pads at hand to catch any minor spills
5. DO NOT JAM OPEN THE TRIGGER ON THE FUEL NOZZLE

After Refuelling:

1. Lift the filler hose and nozzle to drain any residual fuel from the hose into the tank
2. Thoroughly clean up any spillages
3. Wind up hose and close cabinet – do not allow the fuel nozzle to drag across the jetty
4. Be aware that traces of fumes may remain in lower extremities of the vessel ie: hull and bilges

EMERGENCY PHONE NUMBERS

Comen Fuel WA – 9652 1511

FIRE / POLICE / AMBULANCE - 000

Preventing and Managing Spills

Managing Spills:

1. Every attempt must be made to contain the spill unless it is petrol
   NOTE: Comen Fuel WA do not supply petrol. Spills involving petrol must be left to professionals as petrol is extremely flammable
2. Any spill on the water, regardless of size must be immediately reported to Comen Fuel WA on 9652 1511
3. If the spill is small in size, absorbent pads should be immediately placed on the spill and then removed and disposed of appropriately
4. For larger spills, professional help should immediately be sought. In the interim, contain the spill with absorbent pads. If a spill kit is available, the use of booms and mops in conjunction with pads should be used
5. For land-based spills, all efforts must be made to contain the spill and prevent it entering the water system
6. For large land-based spills the local fire service should be contacted for help with the clean-up
7. DO NOT USE DETERGENTS OR CHEMICALS ON SPILLS

Spill Kits:

1. It is a recommendation that all vessels carry absorbent pads
2. Spill kits are located at refuelling locations, however due to vandalism and theft are under lock and key and remain the property of Department of Transport. Call Comen Fuel WA for assistance.
3. Spill kits contain booms, pads, pillows, mops, gloves and plastic bags for the safe disposal of used materials
4. Local authorised officers, marina owners/managers have been trained in the correct use of spill kits. They should be contacted and their assistance sought in the first instance

Reporting Spills:

When reporting a spill, please provide the following information:

1. When and where the incident occurred and whether it has ceased
2. Type of substance and estimated quantity released
3. Any activity initiated to contain the spill
4. Source of the spill
5. Name vessel
6. Your contact details
7. Complete an incident report and send through to Comen Fuel WA.
   Note: an incident report form can be found at the end of this induction

Contacts: Fire Department – 000
Comen Fuel WA – 9652 1511

Prevention of Fire

Sources of Ignition

A fire breakout at any of Comen Fuel WA sites would be catastrophic and it is our aim to prevent or limit sources of ignition entering our sites. All customers using our facilities or contractors working on site must understand the hazards presented by sources of ignition.

There are generally four (4) sources of ignition:

1. Naked flame, spark, matches, lighters, cigarettes etc.
2. Static electrical discharges when handling product
3. Non-flameproof equipment – mobile phones, pagers, cameras, radios.
   This also includes equipment used in hot works activities. Any hot work activity requires an appropriate hot work permit
4. Motor vehicles and ancillary equipment

Static Electricity

Static electricity is a build-up of electrical charges on a body and is caused by friction between two dissimilar materials. It is generated every time product is moved through a pipeline or a hose and it is for this reason procedures must be followed for correct bonding of vessels and containers every time product is transferred.

Prevention of Fire

For the prevention of fire, ensure that the below is adhered too:

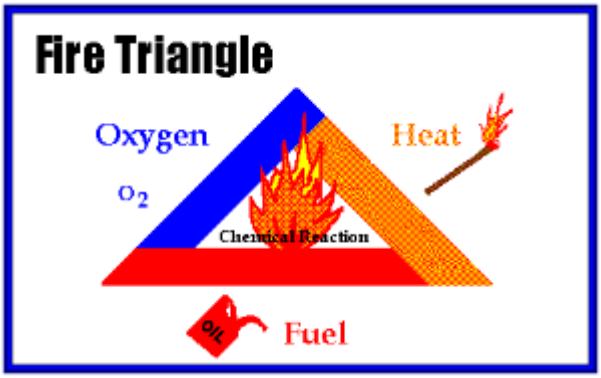
1. Turn off mobile phones, extinguish cigarettes, cease any hot works
2. With the storage and handling of flammable liquids and gases, there is always the risk of vapours being present. Petroleum vapours and gases are heavier than air and may accumulate in bilges and confined spaces
3. All portable equipment for use within the hazardous area must be certified intrinsically safe to the appropriate zone standard
4. Ensure all hot work is in accordance with Safe Work Permit conditions
5. Know the location of site fire-fighting equipment, emergency stop buttons, fire extinguishers and emergency contact numbers
6. Keep on-board fire extinguishers close and accessible during refuelling

The Fire Triangle

To gain an understanding of how fire extinguishers work, you first need to know a little about fire. Four things must be present at the same time in order to produce fire:

1. Enough oxygen to sustain combustion
2. Enough heat to raise the material to its ignition temperature
3. Some sort of fuel or combustible material
4. The chemical, exothermic reaction that is fire

Oxygen, heat and fuel are frequently referred to as the “fire triangle”. Add in the fourth element, the chemical reaction and you actually have a fire “tetrahedron”. The important thing to remember is taking any of these four things away and you will not have a fire or the fire will be distinguished. Essentially, fire extinguishers put out fire by taking away one or more elements of the fire triangle/tetrahedron. Fire safety, at its most basic, is based upon the principle of keeping fuel sources and ignition sources separate.



The triangle illustrates the three elements a fire needs to ignite: heat, fuel, and an **oxidizing** agent (usually oxygen). A fire naturally occurs when the elements are present and **combined** in the right mixture, meaning that fire is actually an event rather than a thing.

Fire Equipment

Fire-fighting equipment placed on site may ONLY be used for emergency use and not be taken from fire boxes. The most common fire extinguisher on site is a 9kg Dry Chemical Powder type. Contractors and staff working on site and carrying out hazardous tasks require training in use of fire extinguishers.

Safe Work Practices

Expectation of our Customers

Our customers are our most valuable asset, however having a poor attitude towards health, safety and environmental issues rests with each customer. For the safety of all of our facility users please ensure the following points are adhered to:

- Follow procedures. If unsure please ask for assistance
- Read and follow signage – it is there for your own safety and the safety of others
- Keep your eyes open and be aware of any potential hazard or risk, if something is not as it seems, please report it to Comen Fuel WA – 9652 1511
- Use the right tool for the job, wear personal protective equipment for the task at hand
- Use correct manual handling techniques to avoid personal injury
- Follow good housekeeping – keep your work area clean and orderly and tidy-up after yourself once you have completed the task
- Follow all specific rules, signs and instructions
- Identify the vessel First Aid personnel and know the location of the vessel First Aid Kit

Work Permits and Clearances

All non-routine work carried out at our refuelling facilities must be covered by an appropriate Safe Work Permit issued by the appropriate authority. All personnel associated with the work are to read and sign the work permit and abide by its conditions.

Hot Work

All hot work being completed on vessel in the vicinity of the refuelling jetty may only be carried out with the appropriate Safe Work Permit. Prior to carrying out any hot work you must ensure that all conditions of the Safe Work Permit are met, including notifying Comen Fuel WA of the activity.

Hot work includes:

- Electrical and oxy welding, oxy cutting or soldering
- Electric or air grinders and electric drills
- Use of spark producing tools
- Portable electronical equipment phones, cameras etc)
- Concrete cutting
- Grit blasting

Hazardous Substances

When handling products Personal Protective Equipment (PPE) must be worn according to the properties of the product being handled. PPE may include safety footwear, eye-wear and PVC gloves. It is important that you are aware of the properties of the product and whether that product could cause harm.

If you are not sure of the handling requirements then request a Material Safety Data Sheet (MSDS) for the product.

Always ensure that you give due consideration to the safe handling of products ie: toxicity, flammability, vapour migration, compatability with other products, etc. Many products have a low flash point and give off vapours readily (classed as flammable products), which create an extra hazard if a source of ignition is present.

Ensure you understand the product you are handling and if you need further information about any product, contact Comen Fuel WA.

Personal Protective Clothing

The appropriate protective clothing and equipment is highly recommended when operating a Comen Fuel WA refuelling facility.

At a minimum it is recommended:

- Short sleeve shirt and shorts (preferable natural fibre)
- Enclosed footwear
- Eye protection to Australian Standards when handling product or where particles may enter the eyes
- Gloves when handling hydrocarbon product

In addition to the above, extra PPE may be required for specific areas or tasks and will be defined on the Safe Work Permit.

Quick Reference Emergency Response

Incident Report

If the unfortunate event that an incident occurs it is imperative the following Incident Report is completed in full to the best of your knowledge. You will find an "Incident Report Template" in this section.

Please return by one of the following means:

Email: admin@comen.com.au
Fax: 9652 1550
Post: Comen Fuel WA
PO Box 73
Jurien Bay WA 6516

Operating Instructions – Fuel Dispensing Units

Operating instructions for TT8300GN Outdoor Payment Terminal
(Credit card / Debit card unit – Jurien Bay and Port Denison only)

1. No Smoking on or near unit
2. Turn off mobile phones
3. Insert credit/debit card – DO NOT REMOVE UNIT TOLD TO
4. Select "PUMP 1" when prompted
5. Follow prompts ie: key in Pin Number
6. Lift nozzle and refuel vessel
   - Time-out limit applies, if this happens insert card and restart process
7. Replace nozzle when finished refuelling
8. Wind up hose and close cabinet
   – DO NOT DRAG NOZZLE ACROSS JETTY
9. For receipt – Insert card again and follow prompts

Operating instructions for Comen Fuel WA – White Card holders - Compac System
(Comen Account Holders only – Cervantes, Jurien Bay and Port Denison)

1. No Smoking on or near unit
2. Turn off mobile phones
3. SWIPE CARD
4. Follow prompts ie: key in Pin Number
5. Lift nozzle and refuel vessel
   - Time-out limit applies, if this happens swipe card and restart process
6. Replace nozzle when finished refuelling
7. Wind up hose and close cabinet
   – DO NOT DRAG NOZZLE ACROSS JETTY
8. Keep a log of time / date / litres taken

NOTE: The "Emergency Stop Button" should only be used in an emergency.

Unnecessary use of this button will cut power to the whole facility and disrupt other users.

PLEASE PRINT "THE RECOMMENDED REFUELLING PROCEDURE"
AND KEEP A COPY ON YOUR VESSEL AT ALL TIMES

Marina Jurien
PO Box 73 Jurien Bay, WA 6516
Comen Limited – ACN 090 484 629
Phone: 9652 1511
Fax: 9652 1550

RECOMMENDED REFUELLING PROCEDURE

Before Refuelling

1. Moor vessel securely
2. Shut-down main engine
3. Make sure fire-fighting equipment is available for immediate use
4. Take effective measures to contain any spillage
   e.g.: block scuppers, place buckets/bags under fuel breathers
5. Make sure adequate lighting is available
6. Agree on emergency shut-down procedures
7. Prohibit smoking and ignition sources on or near vessel
8. Adjust flow rate to suit tank to be filled
9. Check hose for any leaks or damage
10. Make sure your card is clean and undamaged

During and After Refuelling

1. Agree on the maximum amount of fuel to be dispensed into tank
2. Maintain contact with the fuel nozzle and fill pipe to avoid static
3. Ensure one person remains with the hand-piece and another is situated at the refuelling cabinet next to the Emergency Stop button in the instance an emergency occurs
4. Constantly monitor fill rate to avoid overfilling
5. Do not jam open trigger on the fuel nozzle
6. Do not drag fuel nozzle across jetty as this causes damage to fittings
7. Clean-up all spillages
8. Wind-up hose and secure cabinet

EMERGENCY SERVICES 000
All enquiries phone Comen Fuel WA on 9652 1511

Further instructions as to the Site and cabinet usage can be found at www.jurienboatlifters.com.au

Comen Fuel WA are suppliers of BP Diesel fuel at Port Denison, Jurien Bay and Cervantes.