

# ILLUSIONS AUSTRALIA

## SAFE WORK PROCEDURE

### SWP 032 – FORKLIFT - GAS AND FUEL - REFUELLING

#### 1. PURPOSE AND SCOPE

Minimum requirements for LPG cylinder handling and fuel/refuelling of forklifts at Illusions Australia.

Applies to LPG cylinder exchange and other forklift fuelling only where the workplace forklift uses that fuel type.

#### 2. AUTHORISATION AND COMPETENCY

Only instructed and authorised workers may refuel or change LPG cylinders.

Workers must understand ignition control, cylinder condition, leak response and the specific forklift/fuel system.

#### 3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Gloves suitable for LPG cylinder handling to protect against cold burns.
- Eye protection where splash/release risk exists.
- High-visibility clothing where refuelling occurs near traffic.

#### 4. PRE-START CHECKS

Before commencing work, confirm that:

- Refuelling/change area is designated, ventilated and clear of ignition sources.
- Forklift is parked safely with engine off and brake applied.
- Correct approved fuel/cylinder is available.
- LPG cylinder, valve, hose and fittings show no damage.
- Fire equipment and emergency arrangements are accessible.
- No smoking/open flames are present.

#### 5. SAFE OPERATING PROCEDURE

1. Park and shut down the forklift in the designated area.
2. For LPG, close cylinder valve and allow the system to depressurise as required by manufacturer procedure.
3. Disconnect using the correct method while avoiding release toward skin/eyes.
4. Remove cylinder using safe manual handling.
5. Inspect replacement cylinder and confirm correct orientation.
6. Secure cylinder and connect fitting correctly.
7. Open valve slowly and check for leaks using the approved method.
8. For liquid fuel, use the designated nozzle/container and avoid overfilling/spills.
9. Clean/report any spill or leak before restarting.

10. Restart only after confirming the area is safe.

## 6. PROHIBITED PRACTICES

Workers must not:

- Smoke or use ignition sources during refuelling.
- Change LPG cylinders with engine running.
- Use damaged, corroded or leaking cylinders/fittings.
- Test LPG leaks with a flame.
- Overfill fuel tanks.
- Leave spills or leaks unreported.
- Store LPG cylinders loose or in unapproved locations.

## 7. LPG LEAKS AND COLD BURNS

Escaping LPG can cause cold burns and create a flammable gas cloud.

- Avoid skin contact with escaping liquid/gas.
- Close valve if safe.
- Keep ignition sources away and ventilate/evacuate as required.

## 8. CYLINDER HANDLING

Forklift LPG cylinders are heavy and must be secured in the correct orientation.

- Use sound lifting technique or assistance.
- Secure cylinder restraints before use.
- Store spare cylinders in the approved location.

## 9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for fuel/LPG smell, visible leak, damaged valve/fitting, spill, ignition source or inability to secure the cylinder.

Do not restart until the condition is made safe.

## 10. SHUTDOWN AND HOUSEKEEPING

- Close valves/caps and confirm no leak.
- Return cylinders/fuelling equipment to designated arrangements.
- Clean minor spills using approved method.
- Report damaged cylinders, hoses or fuel systems.

## 11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.

6. Do not recommence until the incident, defect or unsafe condition has been addressed.

## 12. STOP WORK REQUIREMENT

Work must stop where:

- Leak cannot be stopped safely.
- Cylinder/fitting is damaged.
- Ignition sources cannot be controlled.
- Correct fuel/cylinder is unavailable.
- A spill or gas accumulation creates an unsafe atmosphere.

**No production requirement or deadline takes priority over safe work.**

## DOCUMENT CONTROL

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|----------------------|------------------------------------------------|
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| <b>Prepared By</b>   | Aidan McDonnell                                |
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