

OP21 – Storage and Handling of Fuels and Oils

What is this?

The purpose of this document is to outline the operational requirements for the storage and handling of fuels and oils in relation to the environment.

What does the responsible manager need to do?

The responsible manager must ensure that:

- All employees involved with the storage and handling of fuels and oils receive relevant information and training with regard to the potential environmental impacts and the correct handling and storage practices that need to be adhered to
- All persons handling fuels and oils are provided with relevant personal protective equipment
- Suitable and practical facilities are provided to ensure that all fuels and oils are stored in bunded areas which satisfy all appropriate legislation, situated at least 30 metres from any body of water
- All storage areas have suitable access and egress
- An appropriate procedure is in place covering:
 - Monitoring fuel and oil stocks and, as appropriate, tank/bunded storage area capacities
 - Monitoring and recording fuel usage
 - Ordering fuel and oil deliveries (ensuring suitable supervision will be available when the delivery is to be made)
 - Recording fuel and oil deliveries
- Emergency spill kits are located within close proximity to each fuel or oil storage area, including (if applicable) drain covers so as to avoid any direct pollution of drains or sewers
- All employees are aware of the appropriate emergency procedures relating to fuels and oils, and a copy of the spillage procedure is displayed at each fuel or oil storage area along with the location of the nearest spill kit
- All incidents involving the handling and storing of fuels and oils are recorded using the correct forms
- All appropriate information regarding the fuels and oils used on site is contained in the COSHH file
- Appropriate signs are displayed indicating:
 - Contents
 - Capacity
 - Hazards
- Site hazard plan is displayed.



What does the employee need to do?

Employees must ensure that:

- All delivery drivers report to the weighbridge and are directed to the correct tank or unloading area
 - All activities involving fuels and oils are undertaken in a responsible manner, so as to prevent unnecessary impact to the environment
 - They use all appropriate equipment provided
 - They report any defective equipment to the responsible manager immediately
 - They wear all appropriate personal protective equipment issued and report any losses or defects immediately
 - They record and report all fuel usage figures promptly.
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Associated documentation

EMS Section

- Operational Control

Environmental Procedure

- EP10 – Emergency Preparedness and Control

Emergency Procedure

- EmP03 – Spillage of Potential Pollutants

Forms

- EF03 – Internal Communication
- EF15 – Incident Investigation

