



### TALK LEADER INSTRUCTIONS

This is background information ONLY. Be sure to customize your talk to your operation and facilities.

- ✓ Print copies of this sheet for yourself and each of the participants.
- ✓ Lead a discussion with your workers about the materials on this sheet at a location that is appropriate to the topic. Be sure to give real life examples whenever possible.
- ✓ Be open to questions.
- ✓ Conclude with a brief review of the main points or a summary based on the discussion.
- ✓ Fill in your operation name, location and the date on your sheet. Have each worker sign your sheet to confirm their attendance.
- ✓ File your sheet in your worker training records to document the training experience.

### WORK ACTIVITY

Refuelling happens so frequently that it is easy to get complacent about it. However, it must be remembered that diesel and gasoline are designed to cause explosions—hopefully within an engine. Beyond the act of refuelling, further caution needs to be given to fuel fumes and the possibility of spills.

### BACKGROUND

Many farms have both gasoline and diesel fuel tanks and likewise vehicles / machines that use one or the other. Ensure fuels tanks are clearly marked as “gas” or “diesel” and that the person refuelling knows what kind of fuel is needed. This sounds simple, however it is a very expensive mistake!

### Key Points

**We have Standard Operating Practices for refuelling equipment on our farm.** If you don't remember them, review them—you can find them:

\_\_\_\_\_

The content of the fuel tanks are clearly labelled. Do you have any questions?

Some machinery takes diesel and others gas. Do you know what type of fuel goes in each vehicle or machine? Make note of what fuel is put in each vehicle and machine:

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Ensure the fuelling area is set up in a well-ventilated area—not inside a building.

Turn off the engine and let it cool down for five minutes before refuelling.

Be sure to chock the wheels if there is a risk the equipment may roll.

Smoking, flames or sparks are not permitted in the refuelling area.

Do not use electronic devices, such as cell phones or MP3 players while fuelling, as a spark could cause ignition.

Do not move the nozzle up and down against a synthetic fuel tank as it may create a static electric charge that could ignite fuel vapours.

Do not overfill the fuel tank.

Keep the nozzle in the tank for a couple of seconds after stopping to let the nozzle drain.

Clean up minor spills and allow any spilled fuel on the engine to evaporate before starting.

Ensure a fire extinguisher is present in the fuelling area.

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## CAUTION

Inhalation of low levels of gasoline fumes may cause nausea, eye and throat irritation.

Inhalation of high levels of fumes can result in dizziness, headache, loss of appetite, drowsiness and incoordination.

Gasoline or diesel left spilled on skin can cause skin irritation, redness and even burns.

Wash skin thoroughly with soap and water.

## EMERGENCY PROCEDURES / CONTACTS

In case of a minor fuel spill, get the spill kit available and the assistance of workers trained in its use, then tell me / your supervisor. Our spill kit is kept:

\_\_\_\_\_

In case of a significant fuel spill or fire / explosion, call 911, your local emergency services and tell me / your supervisor.

## MORE RESOURCES

*Canada FarmSafe Plan*, by the Canadian Agricultural Safety Association, available at <http://casa-acsa.ca/CanadaFarmSafePlan>.

*Refuelling Equipment*, by the Alberta Construction Safety Association, Safe Work Practices, available at <http://www.acsa-safety.org/assets/SWP00066.pdf>.

## COMMENTS / SUGGESTIONS

(Use extra pages to write further comments or suggestions)

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\_\_\_\_\_  
\_\_\_\_\_

Operation Name \_\_\_\_\_

Location \_\_\_\_\_

Meeting Leader \_\_\_\_\_

Date \_\_\_\_\_

## TOOLBOX TALK PARTICIPANTS

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Signature \_\_\_\_\_



CanadaFarmSafe  
SécuriFermeCanada

This Producer Tool was developed by the Canadian Agricultural Safety Association (CASA). Conducting regular Toolbox Talks, or safety meetings, with farm workers is one component of establishing a comprehensive farm safety plan as outlined in the Canada FarmSafe Plan, CASA's business-risk management tool for health and safety on the farm. To download the core Canada FarmSafe Plan, visit [www.casa-acsa.ca/CanadaFarmSafePlan](http://www.casa-acsa.ca/CanadaFarmSafePlan), or contact CASA to learn more at 1-877-452-2272.

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