

LP Gas

CH 0006

# Decanting safety guidelines checklist >

## Gas decanting instruction and training

The following guidelines may be adopted by the site operators who perform the filling operation:

a	Ensure that they have completed gas decanting instructional training, and are competent with the filling and emergency procedures associated with the task;	<input type="checkbox"/>	k	Stay in attendance during the entire process of filling. <b>Do not use any device (i.e. clamps, rubber bands, twitched wire) to hold the dead-man's valve open.</b> Observe the hose and all connections during filling for possible leaks;	<input type="checkbox"/>
b	Ensure they have the appropriate personnel protective equipment to complete the task safely (safety glasses and leather gloves);	<input type="checkbox"/>	l	Allow the filling to continue until white cloud/mist emerges from the customer's cylinder bleed valve, which indicates that the cylinder is full (the maximum fill level has been reached);	<input type="checkbox"/>
c	Inspect the customer's cylinder for corrosion and dents, paying particular attention to the underside of the cylinder. If significant corrosion is present do not fill the cylinder and refer the customer to a registered cylinder test station, and Inspect the cylinder's last test date, ensure the cylinder is within 10 years of being tested, if not refer the customer to a registered cylinder test station;	<input type="checkbox"/>	m	<b>Immediately</b> release the dead-man's handle to stop filling;	<input type="checkbox"/>
d	Unlock the decant vessel cover/valve. Ensure that the dead-man's valve on the filling assembly is closed and the assembly is tightly connected to the storage vessel;	<input type="checkbox"/>	n	Remove a glove and touch the main decant vessel with your bare hands (to discharge any static electricity from the body of the person decanting). Replace the glove and continue;	<input type="checkbox"/>
e	Ensure the cylinder to be filled is earthed to the ground by the cylinder itself, if a stand is used to raise the cylinder, for ease of filling, ensure the cylinder stand is earthed to the ground appropriately to dissipate any static electricity that may build up in the cylinder during filling, (Besser blocks, milk crates, old 20 litre cans and plastic or wooden stands do not earth to the ground);	<input type="checkbox"/>	o	Close the main valve on the customer's cylinder;	<input type="checkbox"/>
f	Earth out yourself by touching the gas-decanting cylinder, then place on your leather gloves. Leather gloves are to be worn to protect the operator when decanting;	<input type="checkbox"/>	p	After white cloud/mist disappears, close the bleed valve on the customer's cylinder. Do not close the bleed valve while white cloud/mist is still emerging;	<input type="checkbox"/>
g	Connect filling assembly (hose) to customer's cylinder, ensuring that only cylinder is filled at the one time – DUAL FILLING IS NOT ALLOWED;	<input type="checkbox"/>	q	Close the main valve on the decant vessel;	<input type="checkbox"/>
h	Check that the bleed valve on the customer's cylinder is directed away from the operator and towards a well-ventilated area before opening the bleed valve one half turn using the correct tool. This will reduce the pressure in the customer's cylinder to be filled;	<input type="checkbox"/>	r	<b>Carefully</b> disconnect the filling assembly hose from the customer's cylinder. When breaking the connection, a small amount of vapour trapped between the two valves will escape;	<input type="checkbox"/>
i	Open the main valve on the decant vessel;	<input type="checkbox"/>	s	Confirm the customer's cylinder is leak free by applying soapy water with a small paint brush or spray bottle to the following: <ul style="list-style-type: none"> <li>• Outlet of the main valve;</li> <li>• Valve connection threads where the main valve is attached to the customer's cylinder; and</li> <li>• Bleed valve opening;</li> </ul>	<input type="checkbox"/>
j	Activate the dead-man's valve on the filling assembly to start the filling process;	<input type="checkbox"/>	t	Lock the cover/valve of the decant vessel; and	<input type="checkbox"/>
			u	If LP gas in liquid form comes in contact with the bare skin or eyes, immediately wash the affected areas with water for at least 10 minutes and see a doctor if pain persists.	<input type="checkbox"/>