



VUL-SWP-072(h)-Refuelling

SAFE WORK PROCEDURE (SWP)	
Description	To ensure all Coal Mine Workers (CMW) are compliant with VUL-SOP-072h-Servicing, Lubricating and refuelling and to safely conduct refuelling activities of Medium Vehicle (MV), Heavy Vehicle (HV), Heavy Mechanical Equipment (HME) at the Vulcan Mine Complex
Site	Vulcan Mine Complex
Department	Operations & Maintenance
PPE Required	Job Hazard Analysis Reference
 Safety helmets must be worn in this area  Ear protection must be worn  Protective footwear must be worn  Protective gloves must be worn  High visibility clothing must be worn in this area  Eye protection must be worn	JHA 'HV/MV Refuelling process at Jupiter Fuel Bay" dated 1/8/2024
Other Relevant Information	
☐ Relevant OEM instructions and specification available.	☐ First aid supplies available in the work area.
☐ All personnel must be trained, competent and authorised to operate refueling systems and processes.	☐ Daily Pre-Start meeting.
☐ Operators Fit for Duty.	
VUL SOP / PRO Reference	
VUL-PLN-035-Emergency Planning and Response. VUL-SOP-037-Action to be taken on Discovery of Fire. VUL-SOP-038-First Aid. VUL-SOP-042(a)-Fatigue. VUL-SOP-042(b)-Physical and Psychological Impairment. VUL-SOP-065-PPE. VUL-SOP-067-Guarding. VUL-SOP-072(c)-Assembling and Maintaining Plant.	VUL-SOP-072(h)-Servicing, Lubricating and Refuelling. VUL-SOP-073-Checking Mobile Plant. VUL-SOP-076-Using Mobile Plant. VUL-SOP-078-Isolation and Tagging. VUL-SOP-089-Dust Management and Monitoring. VUL-SOP-091-Noise. VUL-SOP-094-Check, Examine and Restrict Work Areas. WUL-SOP-138(a)(b)-Work on or Near Stockpiles. VUL-SOP-144-Lighting.



People, Equipment, Materials and Tools Required			
People	Equipment	Materials	Tools
Coal Mine Workers	Haul trucks, Service trucks, Earth moving equipment	Diesel	PPE
	UHF and mine radios		
	Light vehicles		
	AB triple road trains		
	Lightings Plants		
	Fuelling and service equipment		
	MV & HME		
PREPARE	1. Preparation		
Pre-Start Inspection Take 5 Safety Signage Using Mobile Plant Correct PPE	1.1 Follow VUL-SOP-076-Using Mobile Plant for Pre-start inspection requirements. 1.2 Follow safety signage for relevant area. 1.3 Carry out visual inspection of work area to ensure clear from other works and personnel and ensure no objects are obstructing access. 1.4 Park up on go-line to be fundamentally stable in accordance with VUL-SOP-076-Using Mobile Plant prior to carrying out refuelling tasks. (Chocks are not required if earth bund or V drain are in place). 1.5 Ensure correct Personal Protective Equipment is being worn in accordance with VUL-SOP-065-PPE . 1.6 Follow Traffic Management Plan (TMP). 1.7 Ensure you read and understand all warning plaques/labels on the asset prior to refuelling.		
			
PREPARE	2. Positive Communications		
Positive Communications	2.1 Ensure positive communications with other work areas are clear, understood and returned.		
PREPARE	3. Lighting		
Lighting	3.1 Ensure adequate lighting.		
PREPARE	4. Emergency Stop		
Emergency Stop	4.1 Familiarise yourself with the location of the Emergency Stop button on fuel bay. 4.2 Ensure no objects are obstructing access to the Emergency Stop button.		



TASKS	5. Refuelling using dispensing system
	5.1 Isolate the asset in accordance with VUL-SOP-078-Isolation and Tagging (See Image 1) 5.2 De-isolate and start genset to power up fuel farm. (See Image 2) 5.3 Disconnect fuel nozzle from storage area using correct techniques in accordance with VUL-SOP-096b-Manual Handling Tasks & Ergonomics and connect nozzle to asset. 5.4 Engage nozzle. (See Image 3) 5.5 Tap fuel fob or site access card on the pumping display system to engage fuel pump. 5.6 Stand back while asset is being refuelled. 5.7 When refuelled the nozzle will automatically switch off. NOTE: Avoid tampering with the nozzle lever, and do not try to continue refuelling after the pump automatically shuts off. The pump screen will show a residual walk time of 10 seconds. 5.8 After refuelling, ensure the hose is disconnected, and the nozzle is placed back in its storage area. 5.9 Roll up hose and correctly store fuel nozzle into storage area in accordance with VUL-SOP-096b-Manual Handling Tasks & Ergonomics. (See Image 4) 5.10 Complete site required paperwork for fuel tracking including Name/Asset/FOB Number/Litres dispensed. (See Image 5) NOTE: Site required paperwork is mandatory. 5.11 Restore energy in accordance with VUL-SOP-078-Isolation and Tagging.  Image 1  Image 4  Image 2  Image 5  Image 3