


<b>Document Title</b>	Vehicle Refuelling Policy	
<b>Document Reference</b>	6.06.3	
<b>Version</b>	1.0.1.4	
<b>Issue Date</b>	1 <sup>st</sup> January 2023	
<b>Document Author</b>	John F Macleod	
<b>Document Approval</b>	Douglas Leask	
<b>Applicability</b>	All areas of operations within the business	
<b>Pages</b>	2	

## 1.0 Purpose

Leask Marine Ltd recognises the potential risk to personnel and the environment resulting from refuelling operations. This policy is designed to ensure that risks from refuelling operations are adequately controlled and that legislative compliance is assured as a minimum.

## 2.0 Scope

This work instruction shall apply to all vehicle refuelling operations within the company's operational yard areas.

## 3.0 Responsibilities and Requirements

It shall be the responsibility of the Management, supervisors, and all Vehicle Operatives to ensure that this work instruction is adhered to.

## 4.0 Work Instruction

4.1 The management shall ensure that the designated refuelling area is kept clear of materials, etc. to allow unhindered access.

4.2 The management shall ensure that all refuelling operations are carried out within the designated refuelling area.

4.3 All forklift/loadall operatives shall take due care whilst refuelling to ensure overfilling and spillage of diesel does not occur.

4.4 Spillages of diesel shall be contained and cleaned up as per the Spillage Control Policy 6.03. The contaminated materials shall be disposed of as per the Waste Management Policy 6.04.

4.5 The Management shall ensure that all Forklift/loadall Operatives are aware of and trained in the correct use of Spill Kit materials.

4.6 Any serious spillages of diesel shall be notified to the Management who shall arrange for a licensed operator to pump out if required and shall also inform relevant authorities if required.


4.7 If refuelling of forklifts/loadall's are done out with the designated refuelling area for any reason the container used to carry the fuel shall be retained for reuse or disposed as per the Waste Management Policy 6.04.

## 5.0 Review and Monitoring

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This procedure will be reviewed as part of the company internal audit process.

## 6.0 References

- ☪ Anti-Pollution Works Regulations
- ☪ Control of Substances Hazardous to Health Regulations
- ☪ Control of Pollution Act 1974
- ☪ Environment Act 1995
- ☪ Environmental Protection Act 1990
- ☪ Environmental Protection (controls on Substances that Deplete the Ozone Layer) Regulations
- ☪ The Water Environment (Groundwater & Priority Substances) (Scotland) Regulations 2009
- ☪ Hazardous Waste Regulations
- ☪ The Special Waste Regulations 1996
- ☪ The Waste (Scotland) Regulations 2011



Signed:

Name: Douglas Leask, Managing Director

Date: 1<sup>st</sup> January 2023