

# **MATERIALS MANAGEMENT POLICIES AND PROCEDURES**

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## **SECTION: MATERIALS MANAGEMENT PRACTICES**

### **SUBJECT: 2.01.05 MINE SITE FUELING PROCEDURE**

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#### **1 Purpose and Scope**

To establish procedures for fueling light vehicles at the Mine Site Fuel Island.

#### **2 Procedure**

##### Mine Site Fuel Island Station – for regular diesel fuel

- Pull up to pump.
- Turn off the engine.
- Insert the nozzle into the vehicle fuel tank. Turn on pump by pulling forward switch located on fuel pump nozzle holder.
- Proceed to fuel the vehicle. The nozzle is to be held by hand and fueling monitored at all times. At no time should the nozzle be held open by any means other than by hand.
- Remove the nozzle from the tank and return to the fuel pump.
- Should there be any fuel leakage on the nozzle, vehicle wipe dry with absorbent. Absorbent pads will be staged at the fuel island in sealed container. Another sealed container will be available for dirty absorbents.
- Ensure that the vehicle's fuel cap is properly tightened.

#### **2.1 Health and Safety**

- The policy of “No Smoking or Open Flames” shall apply when fueling vehicles or equipment.
- Eye protection is required.

#### **3 Key Responsibilities**

Red Dog Superintendents: Responsible for ensuring personnel are aware of fueling procedures.

Maintenance Supervisor: Responsible for ensuring that work orders generated for repairs to the facility are completed.

Surface Crew: Responsible for maintaining absorbent pads and removing dirty pads to incinerator.

#### **4 Departure from Procedure**

This SOP was written to comply with applicable laws and regulations pertaining to fueling small vehicles at Red Dog Mine site and to eliminate spills. Failure to follow this procedure could result in disciplinary action.

#### **5 Definitions**

*Absorbent pads* - Specialty 16" x 17" "oil only" absorbent cloths.

#### **6 General Requirements**

ISO 14001 – 4.4.6 Operational Control

Teck EHSC Standards – Standard 12 Control of Activities

#### **7 Key Documents/Tools/References**

MSDS: Kerosene, Jet A #1, DF #1 and DF#2

Employee Safety Manual Section 23, pg 42 paragraph 1. All spills must be immediately reported to your supervisor, who will inform the Spill Chief.