

14.34 Dispensing Propane

Policy:

It is the policy of Licking/Knox Goodwill Industries to adhere to all precautions for the safe dispensing of propane gas and to ensure that all applicable employees receive qualified training pertaining to the equipment and processes that are involved with filling various types of propane containers and cylinders.

Procedure:

Only employees who are required by their job description and are current on annual propane training are permitted to operate propane gas fill equipment. Retail coordinators and managers who are assigned to a propane dispensing store are responsible for posting a current list of authorized propane dispensing personnel. Said list shall be conspicuously displayed either in an area immediate to, or within, the propane “cage.” Propane dispensing personnel are considered “safety-sensitive” and as such, are subject to annual random drug testing (see *Licking/Knox Goodwill Industries, Inc. Drug-Free Workplace Program*.)

Propane dispensing personnel have the following responsibilities:

- Understanding of regulations, routine inspections, and operation of the dispensing equipment
- Inspection of customer containers to ensure they are safe for filling
- Filling containers to their proper levels and preventing containers from being overfilled
- Maintaining the security of the propane dispenser and transfer area to control ignition sources and prevent tampering or release of propane
- Shutting down and securing the dispenser in the event of an emergency

The propane vendor shall provide all applicable training. Employees shall receive training either at hire or before being allowed to operate propane dispensing equipment. Refresher training shall be provided bi-annually thereafter. The Training Coordinator shall maintain records of all training and supply applicable managers/retail coordinators with a current, authorized propane dispenser employee list. The Director of Facilities shall remain abreast of any new developments in the area of propane dispensing procedures and equipment and, collaborate with the Costing and Training Coordinator in coordinating appropriate training from the vendor. Standard Operating Procedures shall be developed, updated, and maintained by the Director of Facilities.