

SSOW 09: REFUELLING

Issue Number: 07

Date of Issue: 31/01/2026

Based on: RA16

PURPOSE

To ensure refuelling activities are carried out safely and consistently, preventing fire, explosion, fuel spills, contamination, and harm to personnel or the public. This SSOW sets out the required controls so that all refuelling is completed in a controlled environment using safe equipment, competent personnel, and appropriate PPE.

PPE REQUIREMENTS

For this activity, the following PPE must be worn

					
☒	☒	☒	☒	☐	☐
High-vis Vest / Jacket (BS EN 471)	Safety Boots (EN ISO 20345:2011) (S3)	Safety Gloves (Cut resistant) (EN 420:2003)	Safety Helmet (EN 397:1995)	N/A	N/A

TRAINING REQUIREMENTS

- Only trained and authorised personnel may refuel vehicles or plant.
- Operators must understand the hazards of diesel, AdBlue, and other fuels, including ignition risks and spill response.
- Toolbox talks must cover site-specific refuelling arrangements, one-way systems, emergency procedures, and spill kit use.
- Personnel must be familiar with the location and operation of fire extinguishers and isolation switches.
- Anyone working at height during refuelling must follow RA20 and hold the required competency.

EQUIPMENT REQUIREMENTS

- Approved fuel pump or certified refuelling system from a known, authorised source.
- Manufacturer-approved hoses, nozzles, and fittings, inspected before use.
- Spill kit positioned adjacent to the refuelling point and fully stocked.
- Foam or dry powder fire extinguisher with clear, unobstructed access.
- Chemical-resistant gloves and eye protection in addition to standard PPE.

SAFE SYSTEM OF WORK

- Fuel is only to be taken from known certified sources.
- No smoking in or around fuelling areas at least 25metre perimeter. Smoking must only take place in designated areas.
- No mobile phone is to be used in and around fuelling areas.
- Inspect all refuelling equipment prior to use. Do not use it if any defects are found, report defects immediately.
- Refilling is not to be completed with any form of container where possible due to the risk of spillage, injury and/or contamination.
- Fuel pump must be kept attended at all times when filling, one hand must always be on the pump securing it to the vehicle tank.
- Once filling is complete, your vehicle/plant fuel cap must be securely fitted and vehicle/plant checked to ensure no leaks.
- Remove all potential ignitions sources in the vicinity of the refuelling points Use Diesel as a fuel source –

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lower volatility than petrol.

- Ensure that fuel station is kept clear from obstructions.
- Ensure spill kit is adjacent to fuel station prior to refuelling and is well stocked Clear up any spillage immediately and maintain slip free surfaces.
- Ensure there is clear access to a Foam or Dry Powder fire extinguisher to aid safe evacuation in event of fire.
- Ensure clear access to the Fireman's isolation switches is maintained at all times
- Ensure that full PPE is worn including chemical resistant gloves and eye protection.
- Wash off any splashes of fuel immediately with hot soapy water.
- If fuel or AdBlue is ingested or makes contact with eyes, then inform site immediately for first aid and medical attention to be sought.
- Enforce one way traffic circuits and prohibit reversing to reduce collision risk
- All users are to ensure that the Safe System of Work for the use of fuel pumps is followed.
- All work at height is to be in strict compliance with Risk Assessment 20.
- When refuelling from site diesel bunkers, fuel is only to be taken from specified HGV tanks as defined in site specific RAMS.
- If any fuel is spilt on the public highway, STOP and contact your line manager immediately. If risk to public is identified, emergency services must be informed.

IDENTIFIED RISKS

The SSOW above has been compiled after identifying the following risks from this activity

- Fire and/or explosion
- Fuel splashed to hands, eyes or skin
- Contact dermatitis
- Fuel spillage
- Slips, trips and falls
- Vehicle collisions
- Work at height

FOR MORE INFORMATION, PLEASE REFER TO RISK ASSESSMENT RA16

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