

## MANUAL OF ADMINISTRATION

<b>TOPIC:</b> HEALTH AND SAFETY	<b>SUBJECT:</b> BBQ Safe Handling/ Propane Safe Handling	<b>Code:</b> HS022
		<b>Date of Issue:</b> Oct 2003
		<b>Revised:</b> January 2016
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**PURPOSE:** The purpose of this policy is to make employees aware of safe barbeque and propane handling.

### **RESPONSIBILITIES:**

- 1 Anyone that is not comfortable with how to use a propane barbeque should not use one until he/she has received the necessary information on how to use it.
- 2 Always follow the manufacturer's instructions before using, cleaning, or repairing the barbeque. If the instructions cannot be found or no longer exist, do not use the barbeque.
- 3 Remember to leave the lid open while lighting.
- 4 If you smell excessive propane (the distinct odor of rotten eggs) after lighting, you should:
  - 4.1 Shut off the propane supply.
  - 4.2 Shut off the burner control.
  - 4.3 Extinguish any open flames.
- 5 Before starting the barbeque:
  - 5.1 Open the lid and check for spiders, other insects, and any blockages of the burner (where the flame comes out) that may cause a fire.
  - 5.2 Should there be any blockages, clean the barbeque when it is off and use the appropriate cleaning tools.
  - 5.3 Check propane hoses for cracking, brittleness, holes, and leaks, and replace any that need it.
  - 5.4 Make sure there are no sharp bends in the hose or tubing.
- 6 Never leave a lit barbeque unattended.
- 7 Outdoor barbeques should be kept and stored outside at a minimum of three (3) feet away from the home. The barbeque should be covered and stored in a shaded area when not in use.

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- 8 Propane cylinders must not be stored or inspected indoors. Do not store a spare cylinder under the barbeque. Spare cylinders should be stored in a shed or other safe area where it cannot be damaged or knocked over. Cylinders must always be in the upright position.
- 9 When moving a propane cylinder from one location to another, be sure that all valves are closed, that valve plugs or caps are in place, and that it is in an upright position and secure in the vehicle in a well-ventilated area.
  - 9.1 The propane cylinder is to be put in the back seat or in an upright position and secured. Never leave your tank in your vehicle as it may create and explosive or flammable environment
- 10 After cooking, shut off the tank first, then the burner. Close the lid to protect the barbeque from damage.
- 11 Changing/Hooking up Propane Tanks:
  - Ensure that connectors are free of dirt and debris, i.e., valve threads and hose threads.
  - Wear protective gloves as propane can freeze skin quickly.
  - Most propane tank systems tighten counter-clockwise.
  - Ensure that the barbeque is turned off.
  - Connect the hose.
  - Test the connection with a soap and water solution. If the solution bubbles then tighten or reattach - repeat test until no bubbles occur.
  - Turn valve of tank to the **"ON"** position. Listen and smell for leaks. If system is leaking, do not use the barbeque and turn off all valves.
  - Disconnect the tank and ensure that the barbeque and tank are repaired or replaced by a professional before using.