



# Safety Management Plan

Australian Liquefied Petroleum Gas Association Ltd

Gas Supply and Cylinder Distribution Business

Queensland

Operated by

*Company*

*Address*

**This Safety Management Plan has been completed by .....**  
**Signed.....Position.....Date.....**

**This Safety Management Plan has been approved by.....**  
**Signed.....Position.....Date.....**

In association with the AUSTRALIAN LIQUEFIED PETROLEUM GAS ASSOCIATION LIMITED  
(ALPGA Ltd)  
July 2007

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# Safety Management Plan

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Safety Management Plan:

Gas Supply and Cylinder Distribution Business  
Queensland

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# Safety Management Plan

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## Foreword

This generic safety management plan (SMP) framework when fully completed will provide LP Gas dealers/distributors with a safety management plan to ensure the safe operation of gas storage and cylinder distribution activities.

This will assist in complying with obligations under the Queensland *Petroleum and Gas (Production and Safety) Act 2004* and Regulation. Under that legislation the senior person responsible for the operation of an LPG Delivery Network or storage site for storage of cylinders in excess of a prescribed level (see Appendix 1) is deemed to be the “operator” of the site and is responsible for preparing a safety management plan for that site which complies with the legislation.

Once completed the document provides a statement to the Regulatory Authority of how you intend to manage your business safely to minimise risks to the public and your employees.

While it provides for a generic SMP framework the operator will still need to apply it individually at each relevant site. The operator will also need to ensure that they meet the requirements of AS1596: 2007 “The storage and handling of LP Gas” and the Queensland *Dangerous Goods Safety Management Act 2001*.

This Safety Management Plan assigns the responsibility for safely delivering LPG into onsite storage or safely delivering cylinders to the Distributors cylinder storage to the LPG supplier. The operation of the LPG storage or cylinder storage facilities and any downstream delivery of LPG to agents or customers is the responsibility of the Distributor.

## 1 Safety Statement

In the conduct of our LPG activities, safety of employees, customers and the community is the highest priority. To ensure this, the business will always:

- Comply with all statutory workplace health and safety requirements.
- Continually monitor and review safety performance.
- Ensure that staff is trained and competent to undertake tasks involved in their duties.
- Consult with staff to identify means to reduce workplace risks.
- Require staff and site visitors to comply with our safety directives.

*No task will be undertaken if safety is compromised.*

## 2 Organisation Responsibilities and Contacts

Person	Name	Daytime Phone	After Hours Phone
Site owner/Manager*			
Executive Safety Manager*			
Operator*			
Site Safety Manager*			
Training Manager/Instructor			
LPG Supplier Contact	BOC Limited	131 262	131 262
Alternate LPG Supplier Contact	Insert CAMS person in area		
LPG Equipment Owner/s	BOC Limited	131 262	131 262

\* See Appendix 6 for definitions of these positions

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## 3 Site Safety Assessment

Enter details of your site in the Tables below.

### 3.1 LPG Storage on Site

*Note: Quantities on hand at any time depend on seasonal demand*

Location	Nominal LP gas capacity (kgs)	Nominal Water Capacity (litres)	Maximum qty on hand	Maximum kgs on hand
Bulk storage				
Cylinder stocks	210 190 90 45 27 18 15 13.5 9 4.5			
Other				
<b>TOTAL MAXIMUM LP GAS STORAGE ON HAND</b>				

### 3.2 Other Dangerous Goods Stored on Site

Location	Item	Max Qty on hand	Pack size	Unit	Total qty on hand

*To determine total quantity of Dangerous Goods stored onsite refer to the Queensland Dangerous Goods Safety Management Act 2001.*

### 3.3 On Site Activities Associated with LPG covered by this Safety Management Plan

Performed	Activity	Description
YES / NO	Filling by mass using scales	Pressure filling cylinders from a larger container, using scales to determine correct measure or safe filling level (SFL)
YES / NO	Filling by pressure differential (decant method)	Filling cylinders from a larger container utilising the fixed ullage tube outlet to determine safe filling level (SFL)
YES / NO	Storage	Methods of storing LPG on a site whether in a bulk vessel, or in cylinders.

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YES / NO	Transport	Transfer of cylinders by road to the sub dealer or consumer in an appropriate vehicle.
YES / NO	Connection	Exchanging empty cylinders and replacing with full cylinders at customer premises including site safety check.
YES / NO	Installations	Includes initial installation of any LP Gas cylinders, appliances and associated equipment.

## 3.4 Identified Risks and Risk Mitigation

The key hazards and risks associated with the operation of LP Gas cylinder filling, storage and distribution have been assessed in the development of AS 1596 and may be grouped into a number of categories. These are listed below together with a statement on how the risks are being managed. Where these risks are relevant to this site the box will be initialled.

### 3.4.1 Gas Leak

LP Gas is heavier than air and will “gravitate” to the lowest point. Leaks can occur at storage vessels, fittings, valves, pipelines and appliances. Should a gas leak find an ignition source it can “flash back” to the leak point.

- All in service cylinders containing gas are maintained and tested within statutory guidelines and stamped accordingly.
- Cylinders larger than **13.5kg nominal capacity containing LPG** are stored outside.
- Where smaller cylinders (i.e. less than 13.5kg nominal capacity) containing gas are stored inside, **they are aggregated to no more than \_\_\_\_ cylinders in any one location.**
- All cylinder storage areas have been laid out to ensure that they do not in any way impede or jeopardise the escape of people in the case of emergency.
- Storage, handling and transport procedures incorporate activities (leak tests, site inspections) designed to identify gas leaks.
- Decanting equipment contains fail safe devices designed to minimise sudden increased changes in flow rates (excess flow valves)
- All storage containers are fitted with pressure relief valves (PRV's). These valves are at all times engaged with the vapour space.
- Ventilation around gas storage areas has been assessed by the supplier in accordance with As 1596
- Delivery personnel are trained and instructed to conduct leak tests on each cylinder they connect at a customer's premises.
- All delivery personnel are trained to report any changes to an installation which may result in non conformances at customer installations
- Staff is trained to manage gas leaks.

### 3.4.2 Fire & Explosion

These may be caused by ignition of an uncontrolled gas leak.

- All gas storage and cylinders are stored away from ignition sources.
- Ignition sources are strictly controlled in proximity to LP Gas storage areas.
- All cylinder storage areas have been laid out to ensure that they do not in any way

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impede or jeopardise the escape of people in the case of emergency.

- All storage containers are fitted with valves that will actuate automatically to reduce internal pressure caused by fire (PRV's).
- This site has been designed to approved standards that minimise the effects from this type of event
- Staff have been trained in Emergency Management procedures
- Combustible material and rubbish is removed from gas storage areas regularly.

### 3.4.3 Cold Burn Injury

Escaping liquid LPG is extremely cold and can cause injury resulting in snap freezing of the affected area. This may result in severe blistering and pain.

- Staff is trained to wear appropriate Personal Protective Equipment (PPE) when handling LPG.
- Staff is trained in how to treat a cold burn.

### 3.4.4 Exposure

LP Gas has the potential to displace oxygen, creating a breathing hazard. The risk of injury to rescuers should be considered before any attempt is made to remove persons from areas with high concentrations of gas or confined spaces. LPG contains an odourant designed to alert users to its presence in the atmosphere.

- Staff are trained in Emergency Management procedures
- LPG is not sold to young persons or any persons where "sniffing" may be suspected.

### 3.4.5. Impact with LP Gas Storage Vessels

Leaks, fire or explosion can result from vehicle damage to gas storage vessels.

- LPG is only stored in approved locations in accordance with AS 1596.
- Bulk vessels are installed with approved collision protection in accordance with AS 1596.
- Cylinders are stored in a protected area on flat, even ground or on an elevated platform to prevent collision.

### 3.4.6 Vehicle Accidents

LP Gas transport vehicles involved in accidents can create a threat of leak, resulting in fire or explosion.

- LP Gas tankers are inspected and maintained to minimise the likelihood of leaks.
- Cylinder delivery vehicles adequately restrain cylinders during transport in accordance with the National Transport Commission, Load Restraint Guide.
- All vehicles are placarded where required and comply with Dangerous goods transport legislation and codes.
- All delivery drivers are trained and assessed as competent.
- Visitors to site who wish to transport cylinders are instructed in appropriate measures.
- Staff will not load LP Gas into inappropriate vehicles as set out in the Distributor Manual

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## **3.4.7 Third Party Emergencies**

The site and staff may be affected by incidents occurring at neighbouring premises e.g. where there is a risk of fire spreading, smoke or toxic fumes blowing across the site etc.

- LPG is only stored in approved locations.
- Staff is trained in Emergency Management and evacuation procedures.

## **3.4.8 Safety Exercises**

- Safety exercises are held annually to assist staff to be prepared for emergencies.



## 4 Staff Competency

Appendix 2 to this plan contains summary details of all current training/instruction undertaken and qualifications achieved by relevant staff.

The summary in Appendix 2 contains details of all activities that staff have been instructed/trained and approved to undertake together with plans for procedural refreshing.

All instructional material has either been provided by the LPG supplier or developed by the Site Owner/Manager in conjunction with the Supplier.

All site training/instruction is delivered by competent trainers or by the officer listed in section 2.0 This is recorded on the Record of Instruction/Training summary pages or equivalent training records documentation.

Instruction courses may include some, or all, of the following activities (specific and particular to individual locations):

- |  |  |
|--|--|
| <input type="checkbox"/> Agent and Dealer Training/Instruction | <input type="checkbox"/> Appliance Installation      |
| <input type="checkbox"/> Cylinder Filling                      | <input type="checkbox"/> Cylinder Installation       |
| <input type="checkbox"/> Cylinder Testing                      | <input type="checkbox"/> Cylinder Transport          |
| <input type="checkbox"/> Decanting                             | <input type="checkbox"/> Driver Training/Instruction |
| <input type="checkbox"/> Manual Handling                       |  |

Note: Complete by ticking all of the above boxes that apply to your activities.

## 5 Standard Operating Procedures and Documentation

The Site maintains Standard Operating procedures for Decanting & Filling Procedures carried out on site.

In addition, current copies of or extracts from the following documentation is maintained where relevant:

- Gas Supplier's Manual
- Materials Safety Data Sheet
- Fire Equipment / Extinguisher Maintenance Records
- Emergency Procedure Guide –Transport, Safety Information Sheet AS 1596 – The Storage and Handling of LP Gas
- AS 5601 – Gas Installations
- AS 3814 (AG 501) Industrial and commercial gas-fired appliances.
- AS 2337.1 Gas cylinder test stations Gas cylinder test stations Part 1: General requirements inspection and tests - Gas cylinders for sites with Gas Cylinder Test Station status.
- Petroleum and Gas (Production & Safety) Act 2004 and Regulations including amendments.

## 6 Equipment and Machinery

All LPG storage and handling equipment installed on this site is the property of .....  
..... with the exception of that listed below:

.....  
Maintenance of the above equipment is the responsibility of .....  
..... with the exception of .....

Maintenance records are available at .....

The following equipment is in use at this site for the safety of staff, customers and the community.

### 6.1 PPE

- Appropriate Personal Protection Equipment (PPE) is issued and used as recommended by procedures and codes of practice.

### 6.2 Safety (Pressure) Relief Valves

The safety (pressure) relief valve is the most vital component installed in an LPG container. It is the only valve designed specifically to protect the integrity of storage containers from dangerously high internal pressure. It is important that any rain caps remain in place to prevent water and dirt entering which may prevent proper operation if required.

- Safety (Pressure) Relief Valve rain caps are inspected regularly to ensure that they are in place. (where appropriate)

### 6.3 Fire Extinguishers and Hoses

- For a minor fire (e.g. a grass fire) around the storage compound, one of the following will be available:

- a fire extinguisher,
- hose reel
- water tap with permanently attached hose

For higher level emergencies, the site will be evacuated, Emergency Services and where necessary or appropriate the LP Gas Supplier will be notified.

- Fire extinguishers are maintained in test.

### 6.4 Notices

The following signs are installed:

- NO SMOKING - FLAMMABLE GAS on Bulk Storage Fence
- EMERGENCY INFORMATION PANEL on Bulk Storage Fence
- EMERGENCY PROCEDURES in Office
- WARNING NOTICE PROHIBITING SMOKING AND IGNITION SOURCES
- HAZCHEM NOTICES for a storage capacity of 500 litres or greater
- EMERGENCY PHONE NUMBERS on LP Gas vessel and at front gate of enclosure.
- HAZMAT MANIFEST for a storage capacity of 5000 litres or greater

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## 7 Emergency Response

With respect to emergency response the following Matrix identifies responsible persons and their duties:

Task	Responsible Person	Duties
Evacuate Premises (Fire Warden)		Ensure that all staff and visitors leave the premises. Assemble all persons at nominated assembly point. Account for all staff and visitors.
Contact Emergency Services		Contact Emergency Services on 000. Contact SUPPLIER Emergency Switchboard TEL: <b>1800 653 572</b>
Contact Neighbours		Contact Adjoining Premises.
		A .....Tel.....
		B ..... Tel.....
		C ..... Tel.....
		D ..... Tel.....
		E ..... Tel.....
		F ..... Tel.....
G..... Tel.....		
First Aid Officer		Implement First Aid as nominated in the SUPPLIER Training Documents and contact Emergency Services.
Trainer		Ensure Induction Training is complete and current

Additionally the following contact phone numbers are critical

Person	Role	Phone	Mobile
Emergency Services	Respond to all gas emergencies	000	
LP Gas supplier: Emergency	Provide expert advice	1800 653 572	
LP Gas supplier: Local contact	Local advice	Insert Local Gas & Gear	
Department of Mines and Energy Petroleum and Gas Inspectorate	Regulatory Authority		
Emergency equipment	Evacuation trainer		
Emergency equipment	Local Tanker operator		
Emergency equipment	Volunteer fire fighting		

Emergencies can be quite varied and only some of them are dealt with below; others may include natural disasters, earthquake, bomb threats etc.

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## 7.1 Gas Leak

In the event of a gas leak or a fire, a brief summary of emergency procedures to be initiated is as follows:

### **Minor**

1. Safely close all valves of storage containers and bulk vessels.
2. No smoking. No naked lights.
3. No engine to be started.
4. Keep bystanders away and upwind of gas leak.

### **Major**

1. Safely close all valves of storage containers and bulk vessels.
2. No smoking. No naked lights.
3. No engine to be started.
4. Keep bystanders away and upwind of gas leak.
5. Phone Fire Service (000).
6. Where appropriate, contact SUPPLIER on emergency response numbers detailed in Section 1.3.
7. Isolate power at main switchboard, subject to Site Manager's approval.

## 7.2 Fire & Explosion

Staff should only attempt to fight small fires that can be safely put out by extinguishers or fire hoses. All other fire fighting should be left to the Fire Service.

**Where releasing gas has ignited, no attempt should be made to extinguish the flame unless an isolation valve can be readily turned off thus stopping the gas flow.**

Cylinders or tanks impacted by fire may often be accompanied by loud noise or whistling. This is the vapour rushing through the Safety (Pressure) Relief Valves as it relieves the excessive internal pressure

Jet flames impinging on other cylinders or tanks can cause a catastrophic failure resulting in a boiling liquid expanding vapour explosion (BLEVE)

Should this occur, initiate an immediate full evacuation of all personnel, actuate all Emergency Stop devices and call the Fire Service

1. Phone Fire Service (000).
2. Contact your immediate Supervisor/Manager.
3. Phone SUPPLIER on emergency response numbers detailed in Section 1.3
4. If safe to do so, close all storage vessel valves.
5. Keep bystanders away.
6. Isolate power at main switchboard, subject to Site Manager's approval.
7. Follow fire fighting instructions where safe to do so.

## 7.3 Cold Burn Injury

1. Immediately bathe the affected area with large quantities of water (preferably warm) for at least 15 minutes.

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2. If possible, remove any clothing splashed with liquid LP Gas not adhering to the skin.
3. Place injured person in a warm area and gradually rewarm the affected areas to normal body temperature.

*Note: If the affected area re-warms too rapidly, further damage may be caused to the tissue. Do not apply direct heat or cold such as heat lamps, hot water, or ice to affected parts.*

4. Seek medical attention as soon as possible, advise the hospital/doctor that the injury is a freeze burn.

## **7.4 Exposure**

The risk of injury to rescuers should be considered before any attempt is made to remove persons from areas with high concentrations of gas.

Oxygen may only be given under the supervision of a trained person.

## **7.5 Vehicle Impact with LP Gas Storage Vessels**

1. Phone Fire Service (000).
2. Contact your immediate Supervisor/Manager.
3. Phone SUPPLIER on emergency response numbers detailed in Section 1.3
4. If safe to do so, close all storage vessel valves.
5. Keep bystanders away.
6. Isolate power at main switchboard, subject to Site Manager's approval.
7. Follow fire fighting instructions where safe to do so.

## **7.6 Vehicle Accidents**

LP Gas transport vehicles involved in accidents shall be dealt with in accordance with the Emergency Procedure Guide - Transport. The principal tasks which may be required in the event of an accident include:

1. Arranging alternative transport
2. Dealing with other parties involved in the incident
3. Cleaning up the site if there is an oil spillage
4. Liaising with the LP Gas supply company
5. Liaising with local police and advise relevant authorities

## **7.7 Third Party Emergency**

While the prime responsibility will rest with the neighbouring site owner some actions or assistance may be rendered, e.g. cooling cylinders with water hoses.

## 8 Record Management

Document control and record management are integral to a Safety Management Plan. In particular all documentation required by the Act should be managed securely and available for inspection. This includes training records, approvals, authorisations, certificates of compliance, licences and compliance directions (if any). Changes to the SMP should also be documented and available for inspection.

### Location of Documents

Document	Location

### Changes to Safety Management Plan

Section of Plan	Change

## 9 Inspections and Audits

Inspections and audits are carried out to ensure compliance with minimum safety standards in accordance with current codes of practice and regulations. These audits are carried out by different parties depending on the type of audit and the frequency. The audit frequency agreed with the Gas Supplier is dependent on the size and complexity of the operation and the following frequency and responsibility has been agreed for this site:

Audit Type	Responsible Party	Frequency
Weekly Internal Audit (Appendix 1)	Agent/Distributor	Weekly
Other internal Audit (Appendix 2)	Agent/Distributor	Written agreement
External Audit	Supplier	Written agreement

### 9.1 Monthly Internal Audit

Appendix 1 contains the weekly checklist that is completed on Monday morning of each week. The checklist is available for inspection by representatives of the Gas supply company and inspectors/authorised officers of the Department of Mines and Energy.

### 9.2 Other Internal Audit

This is carried out by the Agent/Distributor at the above frequency which is determined on the basis of the complexity of the site and its activities.

A copy of this audit is included in Appendix 2 of this Safety Management plan.

### 9.3 Third Party Audit

An audit may be carried out by an independent representative from the Gas supplier. This Audit seeks to ascertain compliance with the Safety Management Plan or other certification endorsements (Quality/Environment/HSE etc) and will be carried out at a frequency determined by the complexity of the site and its activities but also the level of compliance being achieved.

Audits may also be carried out by Petroleum and Gas Inspectors from the Department of Mines and Energy.

## 10 Annual Safety Report

Under the Queensland Petroleum and Gas (Production and Safety) Act and Regulation 2004 the Company's most senior Manager is required to submit an Annual Safety Report by the last business working day of August, to the Chief Inspector, Petroleum and Gas, Department of Mines and Energy. Details of the requirement can be found in Section 689 of the above.

## 11 Dangerous Goods Safety Management Act (DGSM Act)

In Queensland, premises where Dangerous Goods, including LP Gas, are installed, stored or used, shall comply with the requirements of the Queensland Dangerous Goods Safety Management Act, and Regulations. This requires notification to CHEM Services for any site where more than 5kl of LP Gas is stored.

This plan contains all of the elements required by the DGSM Act

## 12 Plan Distribution and Review

This plan has been distributed to the occupiers of adjacent premises if persons, property or the environment on the adjacent premises are exposed to risk as a result of an LP Gas emergency.

This plan is reviewed at least every five years or sooner if there is a significant change in the risk.

## 13 Site Layout Drawing

Site layout for:
Company.....
Address.....
Last Reviewed.....(Date)
Produced by:
This site layout must include (where applicable): <ul style="list-style-type: none"><li>▪ The main entrance</li><li>▪ The main building</li><li>▪ Access Gates</li><li>▪ The emergency shut down buttons</li><li>▪ Location of the emergency equipment inc. fire fighting equipment</li><li>▪ The position and nature of the occupancy on adjoining sites</li><li>▪ The LP Gas storage (including its capacity)</li><li>▪ Scale or dimensions</li><li>▪ The names of adjacent streets</li><li>▪ The North point</li></ul>



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## Appendix 1 – Monthly Check Sheet

<b>MONTHLY CHECK SHEET</b>				Month.		
Storage Site				Date		
Person Completing Sheet				Signature		
<b>Equipment/System</b>	<b>Pass</b>	<b>Fail</b>	<b>Action Required</b>	<b>By Whom</b>	<b>By Date</b>	<b>Completed</b>
All Emergency equipment tested and working correctly						
Fire extinguisher charged & within test date						
Fire hose reel operating (if installed)						
Decant gun fill thread connection and "O" ring not worn						
Storage Tank(if any) relief valve caps in position						
All LPG hoses inspected for obvious damage (nicks, cuts or abrasions)						
Inspect yard/roads damage and potholes						
Timber edgings on the dock are not damaged						
Safety access/escape routes clear and accessible (especially those to the Cylinder Area/Docks)						
Is all applicable personnel protective equipment available and in good Condition						
Check first-aid kit and replace any missing items						
Is the Grass length and weed growth excessive						
Site Emergency Plan reviewed for accuracy and currency						
Have all Daily/Weekly Check Sheets for the Site's Fork Lift Truck been completed and filed correctly If applicable						
<b>Additional checks as required</b>						
Has the Depot Requested maintenance (emergency or otherwise) during the previous week (other than that raised in response to the questions on the Weekly Check Sheet) - record the details on this sheet						

*Monthly check shall be completed by 3:00pm on the first working day of the month, when complete, a hard copy should be filed in the safety filing cabinet.*

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## Appendix 2 – Record of Instruction/Training

Procedure				
Procedure Reference	Procedure name and / or Number			
Trainer	Training Organisation			
	Trainer name			
	Trainer Signature			
Staff Member	Date	Signature		
		Staff Member	Trainer	Site Manager

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## Appendix 3 – Audit Checklist

Audit Checklist				
NO.	ITEM	Status		COMMENTS or INSTRUCTIONS
		Pass	Fail	
	<b>PROCEDURES, MANUALS, RESPONSIBILITIES</b>			
1	Does the Site have a Safety Management Plan(SMP)			
2	Where is your Supplier Distributor/Agent Manual?			
3	Where is your supplier Cylinder Filler and Tester Training Manual?			
4	Where is your Supplier Forklift Refilling Manual?			
5	Where is your Supplier Decanting Manual?			
6	Where is the Supplier Safety Alert Notices Manual			
7	Where is the Supplier Safety Information Notices Manual			
8	How do you receive Safety Alert Information?			(Show copies)
9	Where is your copy of AS/NZS HB 76 OR (AS 1678.0.0.001 1994 & AS 1678.2.1.001 2003 ) (If transporting cylinders)			
10	Where is your office copy of AS 1596, (current issue) code?			
11	Where is your office copy of AS 5601, (AGA 601)? (if installations are done)			
12	Is a log of staff training records available?			
13	Who is trained and responsible for First-Aid on site?			
14	Is a First Aid cabinet available?			
15	Is the "First Aid Injuries" booklet in the First Aid cabinet?			
16	Who is responsible for security on site?			
17	Who is responsible for maintenance (non-technical) on the site?			
18	Is Fire Equipment in test?			
19	Is security adequate?			(Fencing)
20	Is site vegetation control on LPG equipment and under tanks done?			
21	Is Cylinder fill scales (if any) maintenance done?			
22	Is there a copy of last years audit available?			
23	Have last years identified Non-Technical points been actioned?			
24	Have last years identified "Technical" points been actioned?			
25	Is a Site Emergency Plan available?			
26	Are all staff correctly identified and the plan up-to-date?			(Auditor to check)
27	Have copies been given to staff with responsibilities?			
28	Have copies been given to local authorities?			
29	Have all your cylinder fillers been trained and certified?			
30	Does the site display any manual handling areas of concern?			
31	Have decant customers received training?			Auditor to review training records
32	Is the Emergency phone number available?			
33	Is the supplier's emergency phone number available?			
	<b>STANDARD SITE EQUIPMENT</b>			
	<b>Tank(s)</b>			
34	Is LPG tank (if any) clearly identified?			
35	Is tank painting in good condition?			

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36	Are manufactures information plates on main storage legible?			
37	Are gauges on vessels in good condition?			
38	Are the relief valves fitted with rain caps?			
39	Are relief valves stacks on tanks over 8 kl capacity 2 m high?			
40	Are ladders, steps & platforms on main storage adequate and comply with AS1657?			
41	Are all drain valves horizontal and plugged?			
42	Do all other vessel outlets incorporate auto-shut off?			
43	Do all the shut-off valves work correctly? (view)			
44	Are vessel supports cracked, subsided or frames corroded?			
45	Are the vessels > 8 kl earthed?			
46	Vessel level in each vessel?			
47	Is there excess vegetation under vessel(s)?			
48	Are vessels protected from impact?			
49	Are there any impinging flanges under vessel(s)?			
50	Is vessel clear of rubbish and storage of other items?			
	Pipe Work			
51	Is piping adequately supported?			
52	Is there corrosion visible on pipes at supports?			
53	Is piping in good condition and adequately painted?			
54	Is piping correctly identified (colour, markers, direction of flow)?			
55	Do all valves > 25 mm have ferrous handles?			
56	Do all shut - off valves have position indicators?			
57	Are HRV's installed between each pair of liquid shut off valves & fitted with dust caps?			
	Cylinder Storage Platform			
58	Is a lbs. to kg conversion chart available on Cylinder Dock?			
59	Are Cylinder Decanting Instructions displayed?			
60	Is Public Warning Sign displayed at cylinder Storage dock?			
61	"Full Cylinders" and "Empty Cylinder" signs on dock			
62	Are full/empty cylinders correctly separated?			
63	Is cylinder Storage area house keeping good?			
64	Is cylinder fill illumination (if used during dark ours) adequate?			
65	Are adequate means of escape being maintained			
66	Is ventilation adequate?			
67	No ignition sources (i.e. mobile phones, lights, security systems) < 10 m and NO SMOKING signs displayed?			
68	Is safety protective equipment available and obviously being used (goggles. gloves used not new)?			
69	Are cylinder fillers wearing long trousers and long sleeved shirts?			
70	Does the dock have a high level vent pipe?			
71	Filling connections not worn. O-rings O.K. etc.?			
72	Leak detection equipment (soapy water) on dock and being used?			
73	If the site is an approved "Cylinder Test Station", is a certificate displayed?			
74	Are there nominated cylinder storage areas?			(Full, empty, condemned
75	Are condemned cylinders stored in an acceptable location?			

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76	Are small cylinders (such as 9kg and smaller) filled at waist height?			
77	Is floor condition of platform damaged or excessively worn?			
78	Is there a face/eye wash unit adjacent to the Decant fill point?			
	<b>Site Peripheral</b>			
79	Are site fences to correct height and in good condition?			
80	Is the 24 hour Supplier Emergency Phone No. displayed on front gate?			
81	Is Supplier sign clearly visible from front gate?			
82	Are warning signs visible on all site fences?			
83	Is there a box and manifest to local rules at the front entrance?			
84	Are there "No entry to Public" type signs on site?			
85	Are there Speed Limit signs on site?			
	<b>General Condition of Site</b>			
86	Is Fire Warden sign clearly displayed in plant and office?			
87	Are Fire Extinguishers clearly signed in plant and office?			
88	Is the site approved by DNR(if located near residential area)			
89	Is there an intruder detection system around site?			
90	Is there an intruder detection system in office?			
91	Can cylinder truck be driven/towed straight out of the gate without reversing?			
92	Is excess vegetation noticed in yard?			
93	Is there any overhead wiring passing over hazardous area?			
	<b>SPECIFIC SITE EQUIPMENT (WHERE APPLICABLE)</b>			
	<b>Decant</b>			
95	Are Decanting Notices clearly displayed?			
96	Are decanting cylinders located and installed in compliance with AS1596?			
97	Is the spring loaded dead mans nozzle valve being defeated?			
Auditor.(name and signature).....		Date:.....		

**Appendix 4 – Safety Management Plan mapping to the requirements of Section 675 of the Petroleum and Gas (Production and Safety) Act**

Element	Section 675 Clause	Element Description	Safety Management Plan Clause
1	(1) (a)	Description of the plant	3
2	(1) (b)	Organisational safety policies	1
3	(1) (c)	Organisational structure	2
4	(1) (d)	Plant sites requiring safety managers	
5	(1) (e)	Formal safety assessment	3
6	(1) (f)	Interaction with other operating plant	11
7	(1) (g)	Skills assessment	
8	(1) (h)	Training and supervision programme	4 and Appendix 2
9	(1) (i)	Safety standards and standard operating procedures	5
10	(1) (j)	Control systems	
11	(1) (k)	Machinery and equipment	6
12	(1) (l)	Emergency equipment, preparedness and procedures	7
13	(1) (m)	Communication systems	
14	(1) (n)	Implementing and reviewing Safety Management Plans	8
15	(1) (p)	Key performance indicators	9
16	(1) (q)	Investigation, recording and review of incidents	Distributor Manual
17	(1) (r)	Record management	

## **Appendix 5 Prescribed Amounts**

The Petroleum and Gas (Production and Safety) Act and Regulations 2004 prescribe the following amounts for certain activities:

## Appendix 6: Definitions

<b>Executive Safety Manager</b>	the executive safety manager is— (a) if the operator is an individual—the operator; or (b) the senior managing officer of the corporation or organisation in charge of the operating plant.
<b>Senior Managing Officer</b>	of a corporation, means the person in Australia who is the most senior officer (however called) of the corporation in Australia responsible for managing the corporation.
<b>LPG Delivery Network</b>	means the process of supplying LPG, in fuel gas containers owned by the operator of the network, from an LPG storage facility to a gas system operated by a consumer; and  includes any part of the process that is carried out by an agent of the operator of the network.  <i>Examples—</i> <i>the delivery of cylinders of LPG to a consumer</i> <i>the bulk delivery of LPG to a tank</i>
<b>LPG Equipment Owner/s</b>	the owner of any LPG storage or handling equipment
<b>LPG Supplier</b>	the supplier of bulk LPG or filled LPG cylinders to the Distributor
<b>Non-conformance</b>	a failure to comply with applicable legislation or standards
<b>Operator</b>	for an LPG delivery network, means the operator of the relevant LPG storage facility;
<b>Site owner/Manager</b>	the person in charge of the operations on a site and includes any one who reasonably appears to be, claims to be or acts as if he or she is, the occupier of the place.
<b>Site Safety Manager</b>	means a person who has been appointed to the position and whose duty it is to ensure a) each person who enters the site is given an appropriate induction that enables the person to comply with section 702 of the Act; and b) each person at the site complies with standard operating procedures, emergency response procedures and other measures necessary for the safety of the site and the person; and c) each person working at the site performs their functions safely and follows standard operating procedures for the plant; and d) necessary first aid, safety and other like equipment that is appropriate for the likely hazards of the site is— i. available for use; and ii. adequately maintained; and iii. reasonably available to anyone authorised to be on the site; and e) relevant staff is trained in first aid, emergency and other general safety procedures.



# Safety Management Plan

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