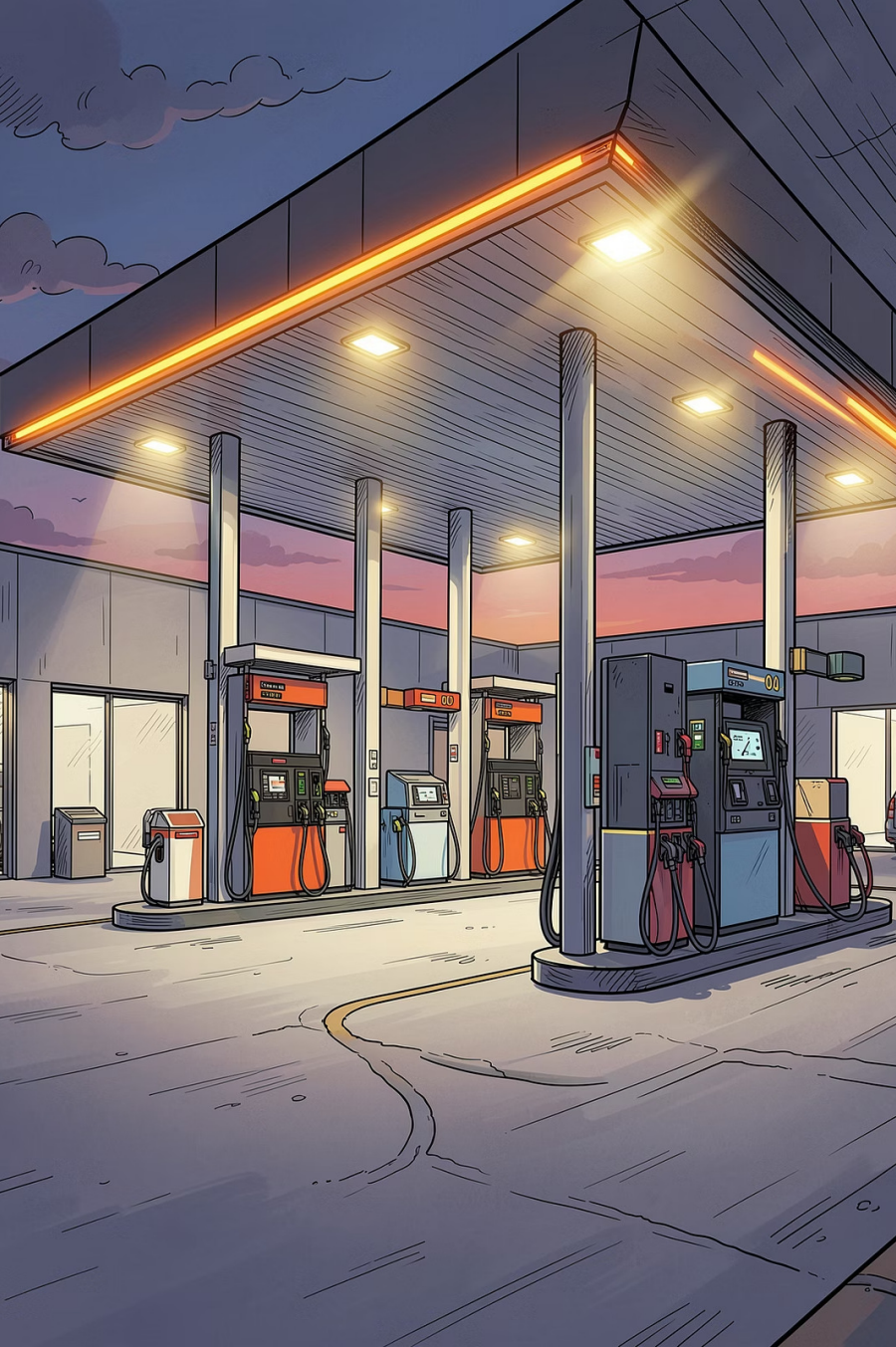




HSE Pocket Guide & Safety Manual

Oil & Gas and Fuel Station Operations – A compliance-focused reference for site supervisors, HSE professionals, and frontline workers.

CORPORATE SAFETY COMPLIANCE

OIL & GAS · FUEL STATIONS

Document Overview

Your Guide to Safe Operations

This manual covers three critical areas of HSE compliance. Every worker is expected to know and apply these protocols on every shift.

01

Section 1 — Fuel Station Hazard Protocols

Fire prevention, static electricity, grounding, and vapor hazard controls at the pump.

02

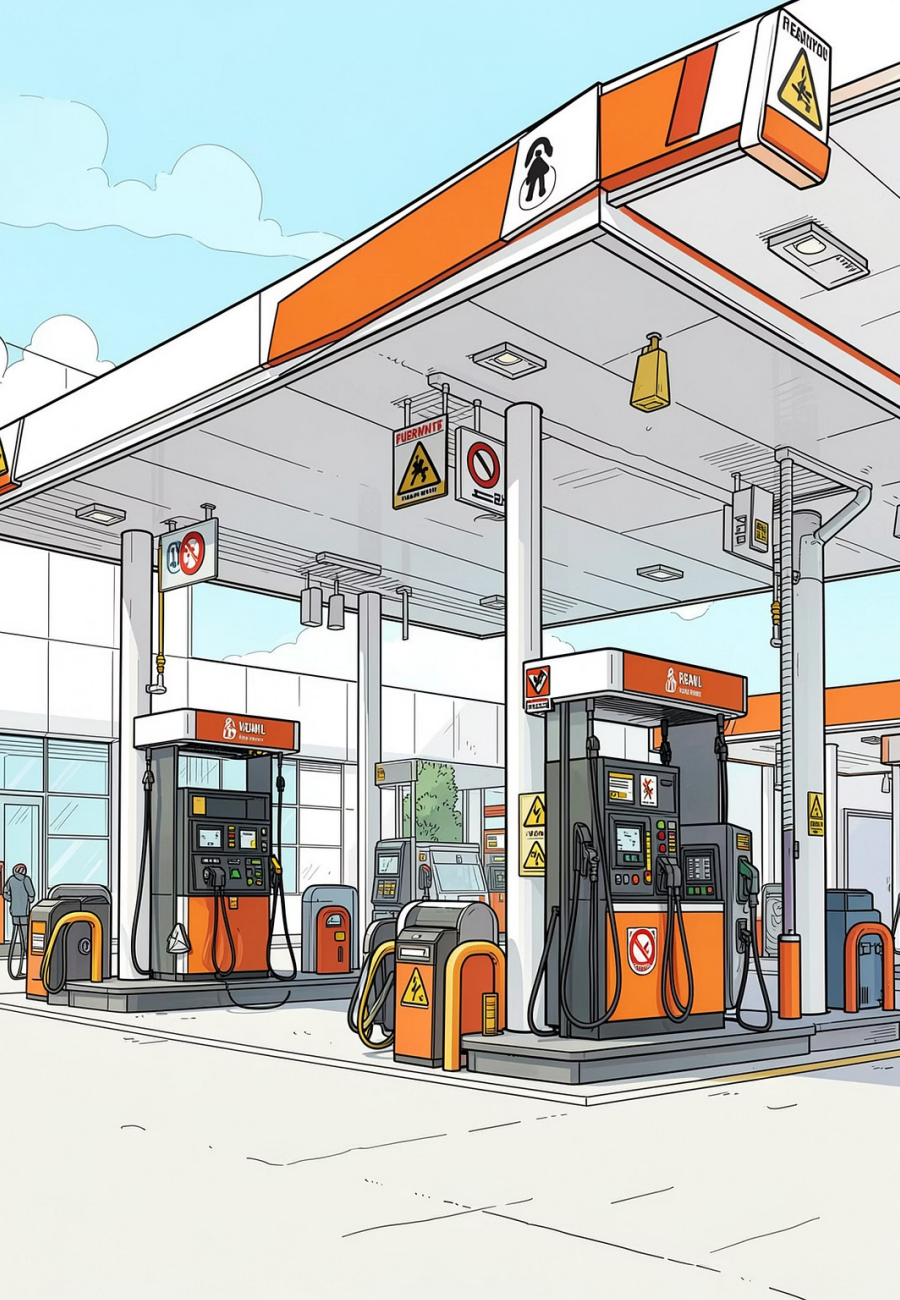
Section 2 — O&G Site Safety Handbook

Life-saving rules, mandatory PPE, and H₂S gas response procedures for field operations.

03

Section 3 — Incident & Emergency Response

Emergency action plans, E-Stop protocols, and mandatory incident reporting requirements.



SECTION 1

Safety at the Pump

Fuel station forecourts present concentrated fire, vapor, and static electricity hazards. Strict adherence to these protocols is non-negotiable.

Section 1 — Fuel Station Hazard Protocols

Fire Prevention at the Pump



Engine Off Policy

All vehicle engines must be shut off before fueling begins. No exceptions.

Zero Ignition Sources

No smoking, no mobile phones, and no open flames within the dispensing area.

Manual Pump Control

Operators must maintain continuous hand contact with the nozzle throughout dispensing.

Section 1 — Fuel Station Hazard Protocols

Static Electricity & Grounding

The 3-Second Rule

Before handling the nozzle, touch bare metal on the vehicle body for 3 seconds to discharge static buildup.

No Re-Entry

Never re-enter the vehicle during fueling. Re-entry regenerates static charge and creates an ignition risk.

Portable Containers

Always place approved containers on the ground before filling. Never fill inside a vehicle or truck bed.

 **Key Risk:** Static discharge is a leading cause of forecourt fires. Grounding discipline is your first line of defense.

Section 1 — Fuel Station Hazard Protocols

Vapor Hazard Awareness

Position Yourself Upwind

Always stand upwind of the dispensing point. Fuel vapors are heavier than air and accumulate at ground level — inhalation causes dizziness, nausea, and long-term health effects.

Never "Top Off" the Tank

Automatic nozzle shutoff is the final fill point. Topping off forces raw fuel vapors into the atmosphere, creating an immediate fire hazard and environmental violation.





SECTION 2

Field Operations & Life-Saving Rules

Oil & Gas sites demand strict procedural compliance. These three rules are absolute — no work proceeds without them.

Section 2 — O&G Site Safety Handbook

Core Life-Saving Rules



Permit to Work (PTW)

No high-risk activity begins without an authorized, signed permit. PTW defines scope, hazards, and controls.



Lockout / Tagout (LOTO)

All energy sources must be isolated, locked, and tagged before maintenance. Each worker applies their own lock.



Stop Work Authority (SWA)

Every worker — regardless of rank — has the authority and obligation to halt any unsafe operation immediately.

Mandatory PPE & H₂S Gas Response

Required Personal Protective Equipment

- Hard hat (chin strap required)
- FR-rated coveralls
- Safety glasses with side shields
- Steel-toe safety boots
- Task-appropriate gloves

H₂S Protocol: Wear your personal H₂S monitor at all times. Know wind sock locations. On alarm — hold your breath and evacuate crosswind immediately.





SECTION 3

Emergency Action Plan

Fuel Station Emergencies

- **Hit the E-Stop** — Activate the emergency shutdown immediately.
- **Do NOT remove the nozzle** if a fire is present — this spreads fuel.
- **Evacuate** to the designated muster point and call emergency services.

Site Incident Reporting

- **All near misses** must be reported before shift end — no exceptions.
- **Minor medical incidents** require immediate supervisor notification and documentation.
- **Never self-investigate** — escalate to HSE for formal review.

✓ **Safety is a shared responsibility.** Report it. Stop it. Fix it.
Every worker is a safety leader.