

Kwik-Gas

Safety Manual



Kleenheat

CONTENTS

Introduction to the Kwik-Gas program	2
Emergency and contact information	2
Emergency procedures	3
First aid Instructions for LPG burns	4
Frequently asked customer questions	5
Safety plug or plastic sealing	6
Leak testing cylinders with soapy water	6
How to safely transport exchange cylinders	7
Kwik-Gas cage location	8
Site training certificate	10
Kwik-Gas site operator training register	11

This manual was reviewed and updated in November 2018.

INTRODUCTION

This Kleenheat Kwik-Gas safety manual is designed to:

- Provide safety information on the handling of Kleenheat Kwik-Gas
- Train staff on the safe storage and handling of Kleenheat Kwik-Gas cylinders
- As a Training Register for staff that have been trained on Kleenheat Kwik-Gas



EMERGENCY INFORMATION

For emergencies dial Kleenheat:

1800 093 336

For fire brigade, ambulance and police assistance dial:

000

For Kwik-Gas service information please call Kleenheat:

13 21 80

Or contact your Kleenheat gas Business Representative:

Name: _____ Number: _____

SDS (Safety Data Sheet) can be found at www.kleenheat.com.au under the "Safety" tab.

EMERGENCY PROCEDURES

Leak with a fire:

The following action must be taken in the event of a leak with a fire:

- Keep people away from the area.
- Call the Fire Brigade on 000 or the local fire station (Ph: _____).
- Stop the gas flow at the source if safe to do so, only whilst wearing personal protective clothing including suitably insulated gloves, close the valve on the leaking cylinder.
- Do not enter a vapour cloud except for rescue; self-contained breathing apparatus must be worn.
- Under the direction of properly trained personnel, use water spray to disperse the vapour and to protect personnel attempting to stop the leakage.
- If you do not have access to a water supply to keep the cylinder cool, attempt to extinguish the flame with a dry powder extinguisher. These extinguishers are red and contain a white band. Once flame is extinguished, be aware that it is possible that cylinder could re-ignite if the leaking LPG reaches an ignition source.
- Eliminate all sources of ignition. Once the fire is extinguished, treat as a 'leak without fire', as per instructions in the 'Leak without fire' section.
- Keep the cylinder upright with the valve at the top.
- Evacuate the area of all unnecessary personnel.
- Remove any other cylinders and/or flammable material from the area.
- Call 1800 093 336 and advise Kleenheat Gas of the incident.

Leak without fire:

The following action must be taken in the event of a leak without fire:

- Evacuate the area of all unnecessary personnel.
- Eliminate all sources of ignition.
- Stop the gas flow at the source if safe to do so, only whilst wearing personal protective clothing including suitably insulated gloves, close the valve on the leaking cylinder.
- Do not enter a vapour cloud except for rescue; self-contained breathing apparatus must be worn.
- If the leak continues, keep your hands and face away from the escaping LPG and try to move the cylinder to your designated Quarantine point. Make sure that your designated Quarantine point is an open space away from buildings, people, drains and sources of ignition.
- Keep the cylinder upright with the valve at the top.
- Remove any other cylinders and/or flammable material from the area.
- Under the direction of properly trained personnel, use water spray to disperse the vapour and to protect personnel attempting to stop the leakage.
- If safe to do so, once empty, mark the cylinder as faulty and segregate it from other empty cylinders until Kleenheat picks up the leaking cylinder.
- Call 1800 093 336 to advise Kleenheat Gas of the incident and Kleenheat will then arrange to collect and dispose of the cylinder safely. If possible, please use your designated Quarantine Area as stated on Page 4.
- If required, call the Fire Brigade on 000 or the local fire station (Ph: _____).

FIRST AID FOR LPG BURNS

Cryogenic burns and frostbite - minor injuries:

- Ensure that clothing around the affected area is loose and does not restrict blood flow.
- Do not attempt to remove clothing which has frozen onto the skin until flushing has allowed it to thaw completely. (Do not remove clothing if it remains adherent.)
- Gently flush or immerse the affected areas with lukewarm water (30°C) for at least 15 minutes or longer as required for skin colour to change from waxy white / pale yellow through blue to pink or red.
- Apply non-stick sterile dressing and treat as for a thermal burn.
- DO NOT use hot water or apply any form of direct heat.
- DO NOT RUB.
- Seek immediate medical attention if clothing is adherent, if the burn is large, blistered or deep or if tissue freezing or frostbite has occurred.
- Cryogenic burns and frostbite - major injuries:
 1. Send for ambulance.
 2. Follow minor injury procedure as far as possible.
 3. Manage for shock.



FREQUENTLY ASKED QUESTIONS

My cylinder is out of date. Can I still exchange it?

Kleenheat accepts 'out-of-test-date' cylinders, provided that the cylinder meets the criteria as outlined in Acceptable Cylinders section. Kleenheat will exchange the cylinder for the standard exchange cost. Some Kwik-Gas exchange cylinders may have re-test dates that are hard to read due to the painting of the cylinder. Customers should be assured that all cylinders are inspected at filling stage and are supplied in date.

Are Kleenheat Kwik-Gas exchange cylinders safe?

Yes, Kleenheat Kwik-Gas is safe provided it is handled in accordance with the safety instructions on the cylinder and cage. Prior to filling, each cylinder's condition is assessed, it is then professionally filled using quality controlled processes, and it is inspected for leaks before being released for sale.

What type of gas is inside Kwik-Gas exchange cylinders?

The gas inside your cylinders is 'PROPANE', also known as LP Gas. Only appliances, which are designed to operate on this product and are clearly labelled as LPG compatible may use Kwik-Gas.

Why do full cylinders 'slosh' when I shake them?

LPG, when stored under pressure inside a cylinder, is in liquid form. When cylinders are filled, there is adequate vapour space left in the cylinder to allow for the thermal expansion of the liquid.

Which Kleenheat Kwik-Gas cylinders are acceptable?

To be accepted for exchange, cylinders must:

- Have a foot ring
- Have a protective collar
- Have an Australian approved valve types, the customer's valve on their cylinder needs to be the same valve type as the cylinder you are exchanging for

- Cylinder shows no signs of dents or gouges
- Not have a faulty gas valve
- Not have excessive rust (slight surface rust is acceptable, pitted or excessive rust is not acceptable)
- Have a 3.7kg (4.0kg) or 8.5kg (9.0kg) capacity
- Be in good condition
- Cylinder shows no signs of being exposed to heat or fire

Any cylinder that does not meet one or more of the criteria above will not be exchanged by Kleenheat, hence if you accept the cylinder it will be at your cost.



What can I do if my cylinder is not acceptable?

Old cylinders can be left with Kleenheat who will dispose of the cylinder on your behalf. You will not be eligible for a refund as the exchange cylinder will need to be disposed of at Kleenheat's expense.

Note: camping style 3/8" thread valve cylinders are not accepted as an exchange cylinder. However, we recommend the customer purchase a POL cylinder. Reimbursement will not be issued if you accept these cylinders. Your site will be charged the full price of a replacement cylinder.

On request from the site operator, Kleenheat Gas will remove all 'Out of Test' left-hand or right-hand thread camping style cylinders from your premises.

SAFETY PLUG OR PLASTIC SEALING

To ensure our valued customers receive a consistent and quality product, your Kleenheat Kwik-Gas cylinder valve will be covered by either a blue safety plug or plastic seal. This is the Kleenheat guarantee that the cylinder has been filled correctly and checked against the controlled Kleenheat quality standards.

This initiative will alert customers to check that the plug or plastic seal is intact before they purchase or exchange their cylinder.

Blue Safety Plug

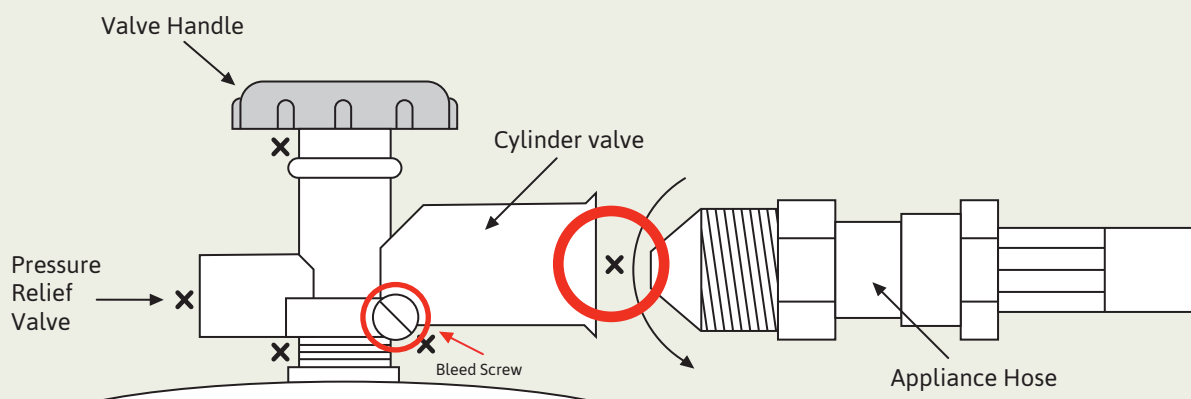


Plastic Covering Seal



LEAK TESTING CYLINDERS WITH SOAPY WATER

Even though the cylinder is leak checked at the Kleenheat filling station, it is strongly recommended that you check that the valve has been tightened completely before allowing the customer to load the cylinder into their vehicle.



Spray solution of 1-part detergent 25-parts water where 'x' is located on above drawing. A leak will be detected by the spray solution forming small bubbles around the area where the gas is leaking. The area where 'x' is circled should be tested when the appliance hose is connected tightly to the cylinder and when the appliance hose is disconnected, and the cylinder valve turned off tightly. Follow the instructions on the cylinder label. Also ensure the POL fitting that is being screwed into the cylinder is fitted with a rubber O-ring or rubber cone so the connection is properly sealed.

HOW TO SAFELY TRANSPORT LPG CYLINDERS



Transport cylinders inside passenger compartment with windows open.



Do NOT transport cylinders loose or laying down.



Always keep cool and away from flames, sparks and heat.



Do NOT leave LPG bottles in enclosed vehicle unnecessarily.



Ensure valves are turned off firmly when not in use.



Maximum two bottles in a vehicle.

KWIK-GAS CAGE LOCATION

Your Kwik-Gas storage cage has been located in accordance with AS/NZS 1596:2014 Storage & Handling of LPG. The below content is valid as at 2018, please check with your Kleenheat Business Representative to see if there have been any further changes on these regulations.

All Kwik-Gas cylinders and cages stored on site need to meet the following minimum requirements (your Kleenheat Business Representative will be able to assist you to find a suitable location):

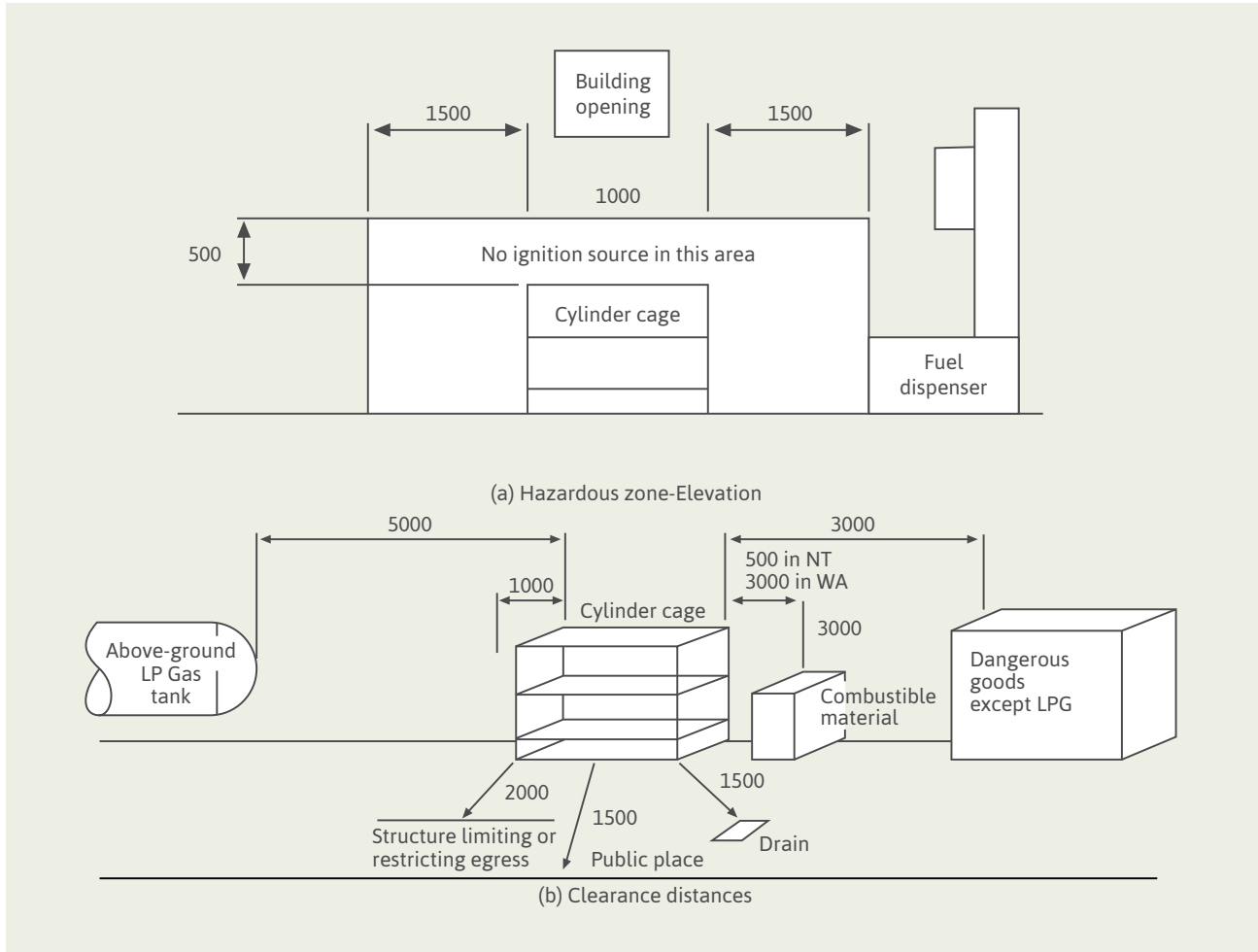
Cages must be located outdoors in a well-ventilated area

- At least 1 metre from any opening into a building
- At least 1 metre from the hose reach of an LPG decanting cylinder
- At least 1.5m (horizontally) and 0.5m (vertically) from any ignition source
- At least 1.5 metres from drains, pits, basements, public places or fuel dispensers
- At least 5 metres from any tank containing LPG
- At least 3 metres from above ground tanks containing dangerous goods other than LPG
- At least 3.0 metres from combustible materials in WA, or 0.5 metres in Northern Territory only.
- Minimum 2 metres from structures limiting access past cages
- Clear on at least two sides from walls, solid displays or obstacles that may restrict airflow
- An assessment for vehicle protection needs to be conducted by a Kleenheat representative, it is possible that protective bollards may need to be installed around a cage if located in a trafficable area.
- For safety reasons cylinders must not be stored upside down or on their side.



KWIK-GAS CAGE LOCATION

Once the storage cage/s have been installed on site, they MUST NOT be relocated without the permission of Kleenheat. If you do wish to move your Kwik-Gas cage, please consult with your Kleenheat Business Representative first so they can assist you with the process.



Dangerous goods licensing requirements Western Australia

Department of Mines, Industry Regulation and Safety require a Dangerous goods licence to keep dangerous goods if the aggregate quantity is greater than 5000 litres. Store LPG in quantities exceeding 5000Lts.

SITE TRAINING CERTIFICATE

This is to certify that:

_____ SITE REPRESENTATIVE

Has received training in: **Kwik-Gas on-site cylinder safety**
and is in my opinion qualified to train site employees to correctly perform **Kwik-Gas cylinder management activities**.

Signed: _____ Title: _____

OF: WESFARMERS KLEENHEAT GAS PTY LTD

On the _____ Day of _____ 20____

I acknowledge receipt of the above training, and the following items:

- **Kwik-Gas safety management system manual**

Signed: _____ Title: _____

Of: _____

On the _____ Day of _____ 20____

SITE COPY

KWIK-GAS SITE OPERATOR TRAINING REGISTER

In the event we have a leaking cylinder on our site, the designated quarantine point is:

Signed: _____ Position: _____

Date: ____ / ____ / ____

NOTE: Employees listed in the Kwik-Gas site operator training register are qualified to train employees to correctly perform Kwik-Gas cylinder management activities.

EMPLOYEE NAME	DATE	SIGNATURE	SITE MANAGER	TRAINERS NAME

Contact details for Kleenheat
Wesfarmers Kleenheat Gas Pty. Ltd. ABN 40 008 679 543

Western Australia
Campus Drive (off Murdoch Drive), MURDOCH WA 6150
Tel: 13 21 80 Fax: 08 9333 0211
Email: lpenginquiries@kleenheat.com.au

Northern Territory
144 Winnellie Road, WINNELLIE NT 0800
Tel: 08 8984 0000 Fax: 08 8984 0084
Email: lpenginquiries@kleenheat.com.au

www.kleenheat.com.au