



Safe Working Procedure (SWP)

BBQ & Gas Bottle

Department	Student Development
Location	Student Development Office, Level1, Roundhouse, UNSW Campus
Supervisor/Manager	Student Development Coordinator & Manager
Author	HR & OD Manager
Effective Date	
Review Date	Every two years or as required
Associated Documents/SWP	N/A
Associated Risk Assessment	N/A

Safe Work Procedures and Basic Description

Title	BBQ Use & Gas Bottle Storage, Transport & Use
Description	Safe Working Procedures to ensure the safety of Arc representatives and students when using, transporting and storing a BBQ & Gas Bottle.
Type	Process / Task /Equipment

Hazards associated with equipment/machinery/technique/process

- Partial amputation
- Bodily Harm
- Explosion
- Burns
- Leaking Gas
- Lack of adequate ventilation
- Risk of toxic fumes, smoke or even fire.
- Equipment failure
- Breaks
- Fire

Requirements – Before Starting

- Ensure Safe Working Procedures are available
- Ensure individual has reviewed Safe Working Procedure before using the equipment.
- Ensure the area is clean and tidy before and after use.
- Always read the BBQ manufacturer's operating instructions.

- Keep the gas bottle upright and on a stable base.
- When done using your BBQ, turn off at the gas bottle first and then at the BBQ controls.
- Always turn off the gas bottle valve when you are not using your BBQ.
- Remember, adequate ventilation is essential.
- Be sure to shut off the bottle valve before disconnecting the bottle from the BBQ, even if you think the bottle is empty.
- Ensure a safety valve is fitted to the vapour space to allow automatic relief of any excess pressure due to overfilling, or in the event of a fire.
- Never tamper with the safety valve or other gas bottle fittings. Do not use undue force to open or close the main cylinder valve. If in doubt, consult the supplier

Tools and Equipment

- First Aid
- Fire Hydrant

Emergency Safety Equipment



Personal Protective Equipment

- Store in a secure location/keep locked up
- All cylinders must be secured with a chain



Maintain personal hygiene throughout work processes



Store in a secure location/ keep locked up



Keep aisle and work area clean



All cylinders must be secured with a chain

Task/Procedure

Equipment	Procedure/Task Step	Potential Hazard	Controls (What can be done to minimise that risk of injury)
BBQ	Use of BBQ	<ul style="list-style-type: none"> • Partial amputation • Bodily Harm • Explosion • Burns • Leaking Gas • Lack of adequate ventilation • Risk of toxic fumes, smoke or even fire. • Equipment failure • Breaks • Fire 	<ul style="list-style-type: none"> • Please see user manual attached
Gas Bottle	Safe Storage of Your Gas Bottle	<ul style="list-style-type: none"> • Explosion • Burns • Leaking Gas • Lack of adequate 	<ul style="list-style-type: none"> • It is best to store gas bottles outdoors in a well-ventilated space. • Gas bottles should never be

		<ul style="list-style-type: none"> ventilation • Risk of toxic fumes, smoke or even fire. • Equipment failure • Breaks • Fire 	<ul style="list-style-type: none"> stored indoors. • Gas bottles should always be stored upright. • Do not store gas bottles near an ignition source. • If you store your BBQ or patio heater indoors, when not in use, you should always detach the gas bottle first and store it separately outdoors • Never stack gas bottles
Gas Bottle	Where to Place Your BBQ for Use	<ul style="list-style-type: none"> • Explosion • Burns • Leaking Gas • Lack of adequate ventilation • Risk of toxic fumes, smoke or even fire. • Equipment failure • Breaks • Fire 	<ul style="list-style-type: none"> • Adequate ventilation is essential when using a BBQ to allow the gas to burn and on burnt gases to dissipate. • BBQs should never be used near flammable objects. • BBQs should NEVER be used indoors because of the risk of toxic fumes, smoke or even fire. • Children should be kept safely away from BBQs and gas bottles. • The BBQ is not intended to be installed in or on recreational vehicles and should not be placed under any surface that will burn • Do not obstruct the flow of combustion and ventilation air around the barbecue housing
Gas Bottle	Transporting Gas Bottles Safely	<ul style="list-style-type: none"> • Explosion • Burns • Leaking Gas • Lack of adequate ventilation • Risk of toxic fumes, smoke or even fire. • Equipment failure • Breaks • Fire 	<ul style="list-style-type: none"> • Avoid transport inside passenger compartment • DO NOT transport loose or laying down • Always keep cool and away from flames, sparks & heat • DO NOT leave LPG bottles in enclosed vehicle unnecessarily • Ensure valves are turned off firmly when not in use. Do not over tighten • Maximum two bottles in enclosed vehicles
Gas Bottle	Checking Your LPG Gas BBQ	<ul style="list-style-type: none"> • Explosion • Burns • Leaking Gas 	<ul style="list-style-type: none"> • Use the correct type of hose. Do not make temporary connections. Keep hose

		<ul style="list-style-type: none"> • Lack of adequate ventilation • Risk of toxic fumes, smoke or even fire. • Equipment failure • Breaks • Fire 	<p>gently curved to prevent kinks and damage.</p> <ul style="list-style-type: none"> • Cracked or damaged hoses and/or gas regulators should be replaced before use. • Check hoses to make sure they have not perished by brushing or spraying on soapy water and checking for bubbles. • Check hoses for blockages, such as spiders, which might have nested inside during winter. • Check connections to make sure that they are clean and fitting snugly
Gas Bottle	Operating Your BBQ Gas Bottle	<ul style="list-style-type: none"> • Explosion • Burns • Leaking Gas • Lack of adequate ventilation • Risk of toxic fumes, smoke or even fire. • Equipment failure • Breaks • Fire 	<ul style="list-style-type: none"> • Always read the BBQ manufacturer's operating instructions. • Keep the gas bottle upright and on a stable base. • When done using your BBQ, turn off at the gas bottle first and then at the BBQ controls. • Always turn off the gas bottle valve when you're not using your BBQ. • Remember, adequate ventilation is essential. • Be sure to shut off the bottle valve before disconnecting the bottle from the BBQ, even if you think the bottle is empty. • Ensure a safety valve is fitted to the vapour space to allow automatic relief of any excess pressure due to overfilling, or in the event of a fire. • Never tamper with the safety valve or other gas bottle fittings. Do not use undue force to open or close the main cylinder valve. If in doubt, consult the supplier.

Emergency Procedure (how to deal with fires, spills or hazardous substances)

- If any leakage from the valve of a small cylinder is detected or suspected move the cylinder to a safe location at least 20 metres from any possible source of ignition.
- Keep flames and sparks away.
- Check valve is turned off.
- If it is not possible to stop the leak, keep the leak uppermost so that only gas and not liquid escapes. Keep hands and face clear of any escaping liquid.
- In an emergency dial 000 for Fire Brigade or Police
- All emergencies call 56666.
- Display emergency procedures in the area.

Clean up procedures for task

- Make sure the bottle is stored correctly and securely
- DO NOT leave LPG bottles in enclosed vehicle unnecessarily
- Ensure vales are turned off firmly when not in use. Do not over tighten.
- Leave the area where it was used in a safe, clean and tidy state.
- Make sure contaminated waste is disposed of correctly;
- Make sure all items are secure and will not fall;
- Never place objects near emergency exists;
- Never place objects in stairways, walkways and pathways;

Waste Disposal Procedures

- Ensure all areas are kept clean and tidy.

Resources

List legislation, standards and codes of practice used in development of the SWP

- Work Health and Safety Act 2011 (NSW), Work Health and Safety Regulations 2011 (NSW)
- Australian Standards – AS NZS 1596 -2002 The Storage & Handling of LP Gas

Approval, training and review

Approval		Signature	
Training	All persons operating this equipment or following this procedure/task must have training or instruction on the safe use of the equipment and they must be assessed as competent		
Review Date		Responsibility of Review	HR & OD Manager
Current SWP will be available from the HR Department or from the WHS Website			

Version	Date	Author	Approval	Sections modified	Details of amendments
[1.0]	18.12.2012	HR & OD Manager		N/A	This is a new guideline