

<b>SECTION: Health &amp; Safety</b>		<b>GUIDELINE #: JHS-031</b>
<b>Date Approved: April 27, 2020</b>		<b>Infection Control - Fueling Vehicles</b>
<b>Revision Date:</b>	<b>Review Date:</b>	
<b>Authority: Joint Health &amp; Safety Committee</b>		

## PURPOSE

To provide a process to support the ongoing health and safety of staff through fueling vehicles in a way which reduces changes of infection.

## SCOPE

This guideline applies to:

- All Town Employees
- Hanover Public Library Employees
- Launch Pad Youth Activity and Technology Centre Employees
- Council Members
- Contractors and Visitors

## GUIDELINES

### Overview

Employers have an obligation to protect workers from workplace hazards as set out in the Occupational Health and Safety Act (OHSA). Workers have an obligation to raise any related concerns to their:

- Supervisor
- Joint Health and Safety Committee
- Health and Safety Representative

This will help ensure the Town as an employer and its employees have taken all reasonable precautions to prevent the spread of COVID-19 or other infectious diseases.

### Potential Hazards and Areas of Exposure:

COVID-19 and other infectious diseases are most often spread through coughing and sneezing, personal contact with an infected person, or touching an infected surface and then your mouth, nose, or eyes. The following are potential areas of potential hazards or exposure that staff should be mindful of when fueling vehicles:

- Washrooms of fuel stations, including doors to washrooms, stall doors and locks, toilets and toilet handles, sink areas, change areas and hand dryers.
- Door handles on entrances to fuel station buildings.
- Keypads and payment areas on gas pumps.
- Gas pump handles.
- Handles on squeegees.
- Garbage container lids.
- Payment at the cashier, including counters, use of payment machines and use of cash.
- Contact with other members of the public and fuel station staff.
- Writing utensils provided for signatures.
- Lottery kiosks.
- Products for purchase either inside or outside the fuel station (eg. snacks, washer fluid etc.)

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**Controls and Fueling Protocols**

- a) Minimize the amount to times a vehicle needs to be refuelled.
- b) Don a mask and gloves prior to leaving the vehicle.
- c) Wipe down the pump handle, keypad, and pump controls prior to use.
- d) Maintain physical distancing of at least two metres (six feet) or more between persons.
- e) Pay at the pump and avoid using cash, where possible.
- f) If you must pay inside, avoid touching any unnecessary items and maintain distancing.
- g) Avoid touching your face until you have properly cleaned your hands.
- h) Remove gloves using proper doffing protocol and discard them in the garbage prior to re-entering the vehicle.
- i) Sanitize your hands using sanitizer containing a at least 60% alcohol immediately upon re-entering the vehicle.
- j) Monitor your supply of disinfectant wipes, sanitizer and PPE (gloves) to ensure you have sufficient supplies on hand. A minimum 30 day supply should be on hand at any given time.

**RELATED DOCUMENTS**

- a) JHS-025(G) COVID-19 Safety
- b) JHS-030(G) Infection Control – Disinfecting Vehicles
- c) Hanover Return to Work Reintegration Plan for COVID-19