



Safety Talk

March 2015 Safety Meeting

Vehicle Parking and Security

As a propane delivery driver, you must follow NFPA 58 and DOT regulations to ensure the safety and security of your vehicle. The following Safety Talk reinforces these rules, offering guidance on where to park, as well as practices to avoid theft, vandalism, abuse, or other issues.

WHEN PARKING INDOORS AT PUBLIC GARAGES OR BUILDINGS:

Before parking your vehicle in a public garage or other building, ensure that:

- All liquid propane is purged from the cargo tank, piping, pump, meter, hoses, and other equipment.
- All portable propane containers are removed from the vehicle.
- The vapor pressure in the piping, pump, meter, delivery hose, and related equipment is reduced to approximately zero.
- All valves are closed, and the delivery hose or valve outlets are plugged or capped.

WHEN PARKING INDOORS AT NON-PUBLIC BUILDINGS:

Before parking indoors at a non-public building — including a bulk plant — ensure that:

- The building is constructed in accordance with NFPA 58.
- The premises are under the control of the operator (owner) of the vehicle.
- Floor-level ventilation is provided in all parts of the building where vehicles are parked.
- Primary shutoff valves on the cargo tank and other containers are closed, and the delivery hose outlets are plugged or capped (except the engine fuel container).
- Propane containers have been gauged or weighed, no propane container will be located near a heat or ignition source, and no leaks are present.

WHEN PARKING OUTDOORS:

If your vehicle will be left unattended, such as while delivering propane, make sure that:

- It is not parked in congested areas.
- It is parked on a street adjacent to the service location and is transporting containers or cargo of 3,500 gallons water capacity or less. Stay at least 50 feet away from high-population buildings such as churches, schools, apartment buildings, or hospitals.
- It is not parked on or within five feet of the traveled portion of a public street or highway except for brief periods when the operation requires the vehicle to be parked and it is not practical to park the vehicle in any other place.

SECURITY ISSUES:

Every propane company is required to have its own detailed security plan to prevent theft, vandalism, product leaks, or fire. You can reduce potential hazards by:

- Staying with your vehicle at all times, except when performing job-related duties.
- Keeping a 100-foot, unobstructed view of your vehicle while making deliveries.
- Following your company's security and hazmat protocols, attending required security training, and understanding how to recognize and mitigate any security risks.

Source: *Propane Personal Safety* [PERC]

For more information about vehicle parking and security, visit propanesafety.com.

Discussion Topics

1. You arrive at a location late and are unable to find parking that complies with safety standards. How do you proceed?
2. Because of weather conditions, you need to park further out than usual. As you walk the route, you realize that you will not be able to see your vehicle while making the delivery. What should you do?

LEARNING ACTIVITY

Demonstrate how to prepare a vehicle for parking or storing in a garage. Discuss instances where it may and may not be safe to store a propane vehicle.

March 2015 Safety Test
Vehicle Parking and Security

Name _____

Date _____

Instructions: Read and answer each of the following questions. When complete, grade the test and review incorrect answers so each employee is “armed” with the correct answers before they leave the training.

1. As a propane delivery driver, you must follow NFPA _____ and _____ regulations to ensure the safety and security of your vehicle.
 - A. 54, DOT
 - B. 58, DOT
 - C. 54, EMA
 - D. 58, EMA

2. When parking outdoors, stay at least _____ feet away from high-population buildings such as churches, schools, apartment buildings or hospitals.
 - A. 50
 - B. 100
 - C. 150
 - D. 500

3. If your vehicle is left unattended, such as while delivering propane, make sure that it is not parked on or within _____ feet of the traveled portion of a public street or highway, except for brief periods when the operation requires the vehicle to be parked and it is not practical to park the vehicle in any other place.
 - A. 2
 - B. 5
 - C. 10
 - D. 15

4. You should maintain a _____ foot, unobstructed view of your vehicle while making deliveries.
 - A. 25
 - B. 50
 - C. 100
 - D. 150

5. Every propane company is required to have its own detailed security plan.
 - A. True
 - B. False

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Answer Key

1. B
2. A
3. B
4. C
5. A

MONTHLY SAFETY MEETING MINUTES AND ATTENDANCE RECORD

Company Name: _____

City: _____ **State:** _____

Date: _____ **Time Started:** _____ **Time Finished:** _____

Instructed By: _____ **Number Attending:** _____

Subject Covered and Comments:

By my signature below, I certify that I attended and participated in this Safety Meeting and I understand the material presented.

Employee Name (Please print)	Employee Signature	*License Expires	**Endorsements	***Physical Exam
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				

*Driver licenses may be for multiple years and require HazMat testing between license renewal periods. List expiration date.

**Check licenses for proper endorsements and re-testing. (HazMat) List endorsements in this column.

***Physical Examinations are good for 2 years from the original date of the exam or sooner by Physician's request. List original exam date in this column.

By my signature below, I hereby certify that the employees listed above have been trained in accordance with the applicable regulations and curriculum for this monthly safety meeting.

Instructor's Signature: _____ **Date:** _____