



Australian Government

SITTVAF005 Fill LPG gas cylinders

Release: 1

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Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to safely fill liquefied petroleum gas (LPG) cylinders up to a maximum of 9kg. It requires sound knowledge of working with volatile and hazardous gas and how to respond to an emergency.

The unit is relevant to holiday parks and resorts and other associated hospitality or retail workplaces that provide LPG cylinder filling services.

It applies to frontline service or supervisory personnel who operate with a level of independence. Work is undertaken according to organisational policy and procedures and relevant legislative requirements.

No occupational licensing, certification or specific legislative requirements apply to this unit at the time of publication.

Pre-requisite Unit

Nil

Competency Field

Venue and Facility Operations

Unit Sector

Tourism

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1. Implement work health and safety policies and procedures for working with LPG.

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1. Implement safe work practices when preparing, undertaking and finalising LPG decanting.
- 1.2. Lift and carry LPG cylinders following manual handling procedures.
- 1.3. Carry out first aid in the event of a cold burn.
- 1.4. Identify, eliminate or control hazards in LPG decanting area as they arise.

- 1.5. Report and document safety issues, hazards or incidents according to organisational work health and safety (WHS) reporting procedure.
 - 1.6. Explain safe LPG decanting practices and relevant WHS procedures and information to customers and colleagues.
 - 1.7. Participate in LPG WHS consultation processes.
2. Check LPG decanting cylinder for compliance.
 - 2.1. Locate required warning notices and verify they are correct in accordance with legislative requirements.
 - 2.2. Inspect decanting cylinder to confirm it meets safety regulations, standards and statutory requirements.
 - 2.3. Ensure appropriate firefighting equipment is in place and has been tested within the required timeframe.
 - 2.4. Rectify areas of non-compliance or refer to appropriate personnel as required.
3. Prepare for filling of cylinders.
 - 3.1. Locate LPG decanting tool kit and confirm required tools and equipment are available.
 - 3.2. Inspect LPG cylinders to confirm they are safe to fill according to legislative requirements and national standards.
 - 3.3. Explain to customers the specific reason and potential safety risks if cylinder does not comply.
 - 3.4. Retain hazardous cylinders according to organisational policies and procedures as required and offer customer alternative options.
 - 3.5. Drill holes in hazardous LPG cylinder to 'make safe' if customer insists on having it returned.
 - 3.6. Scan decanting area to ensure it is safe to commence decanting process.
 - 3.7. Earth cylinder and discharge body build-up of static electricity.
 - 3.8. Put on required protective equipment.
4. Fill cylinders.
 - 4.1. Place cylinder in an upright position, connect decanting hose and commence filling.
 - 4.2. When cylinder is full safely close bleed valve, remove filling hose and finalise decanting.
 - 4.3. Check cylinder for leaks and empty if required.
 - 4.4. Secure all tools and equipment and lock decanting cylinder.
5. Follow LPG emergency procedures.
 - 5.1. Respond to LPG emergencies according to organisational emergency procedures and call for assistance from colleagues and authorities as required.
 - 5.2. Clean up following emergencies and check all

equipment for damage.

5.3.Repair, replace or re-order damaged equipment as required.

5.4.Complete LPG emergency incident and hazard report.

Foundation Skills

Foundation skills essential to performance in this unit, but not explicit in the performance criteria are listed here, along with a brief context statement.

SKILLS	DESCRIPTION
Reading skills to:	interpret unfamiliar and complex materials describing regulatory requirements for LPG safety management and organisational policies and procedures.
Writing skills to:	- prepare reports on hazards and the effectiveness of LPG safe management practices and, recommendations for change - create accurate written records according to WHS policy and procedures and regulatory compliance.
Problem-solving skills to:	analyse LPG safety requirements, deficiencies and recommend change.

Unit Mapping Information

No equivalent unit.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=68c40a93-e51d-4e0f-bc06-899dff092694>

Assessment Requirements for SITTVAF005 Fill LPG gas cylinders

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- demonstrate the liquefied petroleum gas (LPG) decanting process safely for at least three LPG cylinders following organisational policy and procedures for:
 - storage of tools, equipment and cylinders
 - correct positioning of LPG decanting cylinder
 - handling and transportation of full and empty LPG cylinders
 - filling cylinders
 - testing newly filled cylinders for leaks
- explain procedure to identify a hazardous cylinder and explain organisational policy and procedures for:
 - notifying customers of hazards and offering alternatives
 - retention and safe storage of hazardous cylinders
 - emptying hazardous cylinders as required
 - making cylinders safe
 - reporting and recording the identified hazard or potential hazard
- explain procedure for responding to each of the following emergency situations:
 - leaking decanting cylinder
 - leaking customer cylinder
 - LPG cylinder on fire
 - fire in location of LPG cylinders
 - vehicle driving into decanting cylinder
 - naked flame in proximity of decanting process
 - decanting cylinder leak into drainage system
 - LPG explosion
- explain procedure to complete incident reports for three of the emergency situations listed above.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- properties of LPG and its potentially highly volatile and dangerous nature
- potential hazards associated with LPG gas and methods of control
- unsafe conditions or environment when working with LPG:
 - damage to plant equipment
 - breaches in procedures
- required warning notices and their correct positioning
- HAZCHEM/HAZMAT symbols associated with LPG
- current legislation relating to filling LPG cylinders:
 - Australian New Zealand Standards AS/NZS1596 The storage and handling of LP gas
 - Dangerous Goods Act
 - Work Health and Safety Act
- employer responsibilities under the WHS Act to provide a safe workplace
- safe location of LPG decanting cylinder
- regulatory firefighting equipment for LPG and audit timeframe
- tools and equipment required to fill LPG cylinders
- appropriate safe environment to decant LPG
- safe standards for LPG cylinders:
 - capacity greater than 10kg
 - test pressure greater than 3.3 MPa
 - test date less than 10 years old
 - bleed valve fitted that can be easily operated
 - no rust or other damage
 - no leaking fittings
- personal protective equipment (PPE) for decanting LPG and the reason for wearing each:
 - heavy duty gloves
 - eye protection
 - work boots
- safety procedures for controlling static electricity:
 - earthing of cylinders
 - discharging body build-up of static electricity
- manual handling techniques
- operation and purpose of 'dead man's handle'
- safe capacity of LPG cylinders and how to identify when cylinders are at capacity
- outcomes of over filling cylinders
- how a 'cold burn' occurs and appropriate first aid
- emergency procedures for:
 - leaking decanting or customer cylinder
 - LPG cylinder on fire
 - fire in location of LPG cylinders
 - vehicle driving into the LPG decanting cylinder

- naked flame in proximity of decanting process
- decanting cylinder leak into drainage system
- LPG explosion
- environmental standards and safe release procedures for emptying LPG cylinders
- potential impact of LPG leaks to environment, workplace, customers and personnel
- alternative options for customers in the event their LPG gas cylinder must be retained
- organisational policies and procedures for:
 - preparing for decanting LPG
 - decanting LPG
 - finalizing cylinders
 - testing filled cylinders for leaks
 - risk management and workplace safety
 - safe storage and delivery of LPG
 - retention of hazardous cylinders
 - 'making safe' a hazardous cylinder
 - reporting of hazards and incidents or potential hazards and incidents
- reportable unsafe practices:
 - being asked to participate in unsafe work practices
 - failing to replace unsafe damaged property or fittings
 - ignoring direction of safety signage, supervisors, or managers
 - lack of required safety signage
 - lack of training in health and safety procedures and safe work practices
 - seeing others using unsafe work practices
 - broken or malfunctioning equipment.

Assessment Conditions

Skills must be demonstrated in an operational business or activity where LPG cylinder filling is required and safe working practices must be maintained, this can be:

- an industry workplace
- a simulated environment set up for the purpose of skills assessment.

Assessment must ensure use of:

- relevant documentation:
 - current plain English regulatory documents distributed by the LPG supplier and local work health and safety government regulator
 - policies, procedures, codes of practice and standards issued by government regulators or industry groups
 - LPG safe handling and decanting manuals
 - current organisational policies, procedures and template documents

- LPG incident and hazard report identifying:
 - cause of emergency
 - outcome
 - recommendation for prevention of reoccurrence
- safety equipment for decanting LPG:
 - PPE
 - 9kg dry chemical powder fire extinguisher
 - hose attached permanently to a water tap
- tools and equipment for decanting LPG:
 - set spanner or adjustable spanner to fit plug and connection
 - screwdrivers to meet size of bleed valves on different size cylinders
 - lockable padlock on decanting bottle
 - filling hose
- drill and drill bits for making a hazardous cylinder safe
- LPG gas cylinders requiring filling
- LPG decanting cylinder
- required warning notices positioned correctly
- customers and colleagues with whom the individual can interact; these can be:
 - customers or colleagues in an industry workplace; or
 - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors; and;

- have worked in industry for at least three years where that have applied the skills and knowledge of this unit of competency.

Links

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