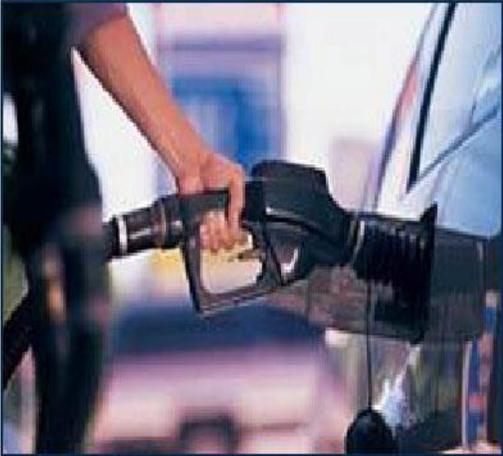


Slide 1 - Slide 1

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

The Corporation of the City of Windsor  
**Gas and Diesel Fueling**



© City of Windsor

Next

**Slide notes**

Welcome to the City of Windsor's Gas and Diesel Fuel training. The training is mandatory for all city employees who use corporate fueling sites to fuel corporate vehicles.

Click next when you are ready to begin the training.

Slide 2 - Slide 2

Gas and Diesel Fueling


## Gas and Diesel Fueling

**Gas and Diesel Fueling**

Only authorized personnel are allowed to use the fueling stations at these sites:

	Unleaded (E10)	Clear Diesel	Colour (Dyed) Diesel	Premium
Crawford Yard	✓	✓	✓	
Parks Main Yard	✓		✓	✓
East Parks Yard Little River			✓	✓
West Parks Yard Malden Park	✓		✓	✓
Environmental			✓	

Next

**Slide notes**

Only authorized and trained personnel are allowed to use the corporate fueling stations at Crawford Yard, Parks Main Yard, East Parks Yard Little River, West Parks Yard Malden Park, or Environmental.

Each site has specific types of available fuel.

For unleaded fuel, you can use Crawford Yard, Parks Main Yard, or West Parks Yard Malden Park.

If you need clear diesel fuel, Crawford Yard is your only choice.

For coloured, or dyed diesel fuel, you can go to Crawford Yard, Parks Main Yard, East Parks Yard Little River, West Parks Yard Malden Park, or Environmental.

Lastly, for premium fuel, you can use Parks Main Yard, East Parks Yard, Little River, or West Parks Yard, Malden Park.

Slide 3 - Slide 3

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Gas and Diesel Fueling

### Gas and Diesel Fueling

- Access is controlled by the vehicle access card and the key FOB
- This training, when successfully completed, will provide access to corporate fueling sites.
- This training must be refreshed every 5 years in order to maintain access to the pumps
- Vehicle access card used to enter/exit Crawford yard at the gate
- Must enter the vehicle number at the pump

A photograph showing two individuals, a man in a light blue shirt and a woman in a maroon top, sitting at a desk with multiple computer monitors. They appear to be in a training or office setting, looking at the screens.

[Next](#)

### Slide notes

Access to fueling is controlled by the vehicle access card and the key fob.

But you won't be authorized to access corporate fuel sites until you have completed your training.

This training must be refreshed every 5 years in order to maintain access to the pumps.

The vehicle access card will be located in each vehicle and will be used to enter and exit Crawford yard at the gate.

In place of your employee number, you'll also need to enter the vehicle number at the pumps.

Slide 4 - Main\_Menu

Gas and Diesel Fueling

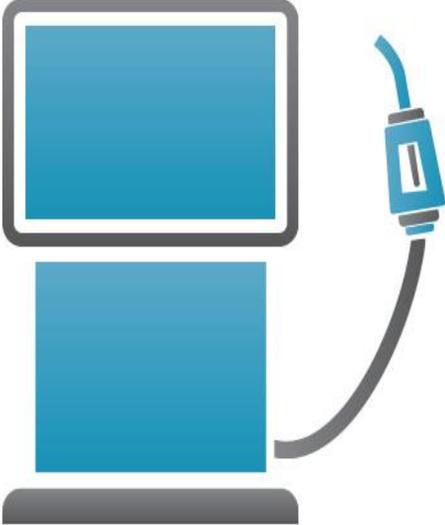


## Gas and Diesel Fueling

**MAIN MENU**  
Click each lesson to complete this training.

- ✓ Understanding Fuel Hazards
- ✓ The Fuel Management System
- ✓ Fueling Safety
- ✓ In Case of Emergency
- ✓ Fuel Efficiency

Final Test



Next

Slide notes

## Slide 5 - MM\_1\_Understanding\_Fuel\_Hazards

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Understanding Fuel Hazards

### Gasoline Hazards

 **Toxic**

**Extremely Flammable**

When near:

- open flame
- spark
- high heat

Can be ignited by a spark produced from static electricity



Next

**Slide notes**

Gasoline is toxic. It is also extremely flammable in the presence of an open flame, spark, or high heat.

Gasoline can also be ignited by a spark, produced from static electricity.

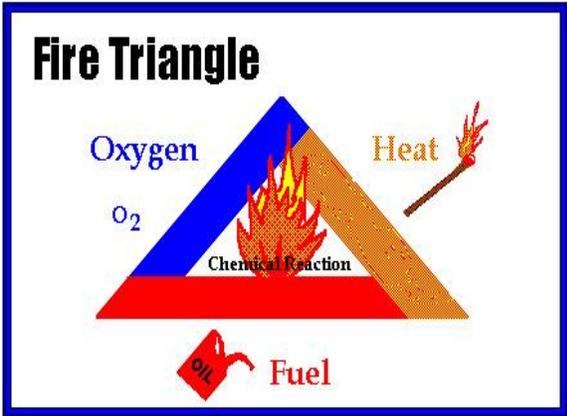
Slide 6 - Slide 6

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

## Understanding Fuel Hazards

Fire Triangle



The diagram illustrates the Fire Triangle, a concept in fire science. It is a triangle with three sides: a blue side on the left labeled 'Oxygen' with the chemical formula  $O_2$  below it; a yellow side on the right labeled 'Heat' with a lit matchstick icon; and a red side at the bottom labeled 'Fuel' with a red fuel pump icon. In the center of the triangle is a fire with the text 'Chemical Reaction' written below it. The entire diagram is enclosed in a blue border.

Try Again

**Slide notes**

To stay safe, it's vital that you understand how fire happens.

3 things must be in place for a fire, or explosion to occur.

Oxygen, which is all around us.

Fuel, which is right there at the pumps.

And, an ignition source.

Slide 7 - Slide 7

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Understanding Fuel Hazards

### Fire Extinguishers

- Must have 2 full fire extinguishers at each pump
- Recharge or replace immediately after use
- Can use to put out small fires if you can do so without putting anyone at risk

A photograph of a red fire extinguisher mounted inside a red metal cabinet. The cabinet door is open to the right, and the number '46' is visible on the inner panel of the door. The extinguisher has a yellow label and a black hose.

[Try Again](#)

### Slide notes

That's why safety precautions are essential.

2 fire extinguishers exist at each pump location. Make sure they're there - and make sure they're full.

A fire extinguisher must be recharged, or replaced, immediately after being used.

But keep in mind, that you can attempt to put out a small fire with a fire extinguisher, if you can do so without putting yourself, or someone else at risk.

Slide 8 - Slide 8

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Understanding Fuel Hazards

### Safety Precautions

- 2 full fire extinguishers at each pump
- All vehicles are turned off
- NO SMOKING
- Read all warning and information signage

A circular sign with a red border and a diagonal red slash over a black and white illustration of a lit cigarette with flames, indicating a no-smoking area.

Next

### Slide notes

Besides ensuring the 2 fire extinguishers are present and full, other ways to ensure your safety are to include: always turning your vehicle off.

Never smoke when fueling, and read all warning, and information signage at the fuel site.

Even if you're familiar with the information on the signs, your safety is worth spending a few minutes reviewing the signs every once in a while.

Slide 9 - Slide 9

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Understanding Fuel Hazards

### Safety Precautions

**Avoid a static electrical discharge**

- can cause a fire or explosion around gasoline vapours

Keep all other ignition sources at least 3 meters (10 feet) from pumps



Try Again

### Slide notes

A static electrical discharge has enough energy to cause a fire, or explosion, in the presence of gasoline vapours.

While fuel is an obvious ignition source you have to have when filling up, it's important to keep all other ignition sources at least 3 meters - or 10 feet - from the pumps.

Slide 10 - Slide 10

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

## Understanding Fuel Hazards

Safety Precautions

Signage



No Smoking

Turn Ignition Off

Next

**Slide notes**

Although these safety precautions should be easy to remember, we've made it even easier by posting signs at the fueling sites.

Slide 11 - Slide 11

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

## Understanding Fuel Hazards

Safety Precautions

Emergency Signage



Ministry of Environment  
1-800-268-6060

Public Works  
1-519-255-6326

Next

**Slide notes**

We also post a sign in case of an emergency.

For example, if there's a fuel spill and some of the spill enters the sewer system, the Ministry of Environment and Public Works must be notified.

That's why their phone numbers are posted on the emergency signage.

Slide 12 - Slide 12

Gas and Diesel Fueling



## Check Your Understanding

Let's stop for a moment and check your understanding of this information

Next

**Slide notes**

Let's pause for a moment and check your understanding of the information just presented.

Click next, when you are ready to answer a few questions about this material.

## Slide 13 - Slide 13

## Gas and Diesel Fueling



Smoking and other ignition sources are not allowed within:

- A) 3 feet or 10 metres of the pumps.
- B) 30 feet or 1 metre of the pumps.
- C) 1 foot or 1 metre of the pumps.
- D) 3 metres or 10 feet of the pumps.

You must answer the question before continuing.

Submit

**Slide notes**

Smoking and other ignition sources are not allowed within:

3 feet or 10 metres of the pumps.

30 feet or 1 metre of the pumps.

1 foot or 1 metre of the pumps.

3 metres or 10 feet of the pumps.

Slide 14 - Slide 14

Gas and Diesel Fueling



The elements of the fire triangle are:

- A) earth, wind and fire.
- B) ignition source, fuel and oxygen.
- C) nucleus, cytoplasm and membrane.
- D) nitrogen, oxygen and trace elements.

You must answer the question before continuing.

Submit

**Slide notes**

The elements of the fire triangle are:

earth, wind and fire.

ignition source, fuel and oxygen.

nucleus, cytoplasm and membrane.

nitrogen, oxygen and trace elements.

Slide 15 - Slide 15

Gas and Diesel Fueling 

A fire extinguisher must be recharged or replaced immediately after being used.

A) True  
 B) False

You must answer the question before continuing.

Submit

**Slide notes**

A fire extinguisher must be recharged or replaced immediately after being used.

Is this true.

Or false.

Slide 16 - Slide 16

Gas and Diesel Fueling



A static electrical discharge has enough energy to cause a fire or explosion in the presence of gasoline vapours.

A) True  
 B) False

You must answer the question before continuing.

Submit

**Slide notes**

A static electrical discharge has enough energy to cause a fire or explosion in the presence of gasoline vapours.

Is this statement true.

Or false.

Slide 17 - Slide 17

## Gas and Diesel Fueling



You can attempt to put out a small fire with a fire extinguisher only if you can do so without putting yourself or someone at risk.

A) True  
 B) False

You must answer the question before continuing.

Submit

**Slide notes**

Is this true or false.

You can attempt to put out a small fire with a fire extinguisher only if you can do so without putting yourself or someone at risk.

Slide 18 - Slide 18

Gas and Diesel Fueling



**Congratulations!**

You have successfully completed this lesson

Next

**Slide notes**

Congratulations!

You have successfully completed this lesson.

Click next to continue.

## Slide 19 - MM\_2\_The\_Fuel\_Management\_System

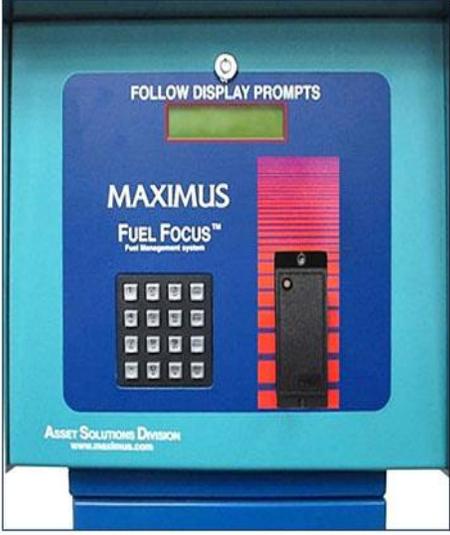
Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## The Fuel Management System

**AssetWorks Fuel Focus**

- Controls fuel usage
- Maintains good record keeping
- Only authorized employees are allowed to get fuel from City fuel sites.



Try Again

**Slide notes**

The fuel management system, referred to as “Asset Works Fuel Focus”, allows the Fleet Division, to control fuel usage and maintain better record keeping.

Only authorized employees are allowed to get fuel from City fuel sites.

Slide 20 - Slide 20

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## The Fuel Management System

Follow the Prompts

1. Inspect the pump, hose and fuel nozzle
2. Enter the pump number and press "Enter"
3. Enter the unit number by swiping the vehicle key FOB
4. Enter the vehicle's mileage and press "Enter"  
*Do not use decimal points*
5. Enter your employee number by swiping your Corporate HID Employee Card

FOLLOW DISPLAY PROMPTS

ENTER PUMP  
NUMBER ??



Try Again

### Slide notes

The system is easy to use. You simply follow the display prompts.

First, inspect the pump, hose and fuel nozzle to ensure they are in good condition prior to fueling.

Begin by entering the pump number on the keypad; then press the "Enter" key.

Next, enter the unit number by swiping the vehicle's key fob.

Next, the system requires you to key in the vehicle's mileage. Do not use decimal points, and press the "Enter" key when done.

Finally, when prompted, enter your employee number by swiping your Corporate H I D employee card.

Slide 21 - Slide 21

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## The Fuel Management System

**Ready to Fuel**

When the display screen shows "Pump XX Ready"

- Remove the fuel cap
- Remove fuel nozzle and turn on pump switch
- Insert nozzle into vehicle fuel port to begin fueling

When tank is full

- Release the nozzle and remove from vehicle fuel port
- Return nozzle to pump and turn off pump switch
- Replace fuel cap

Having difficulties? Contact Fleet Supervisor at 519-255-6560 x4243

**FOLLOW DISPLAY PROMPTS**



Next

### Slide notes

Once all the required information is entered, the display screen will show "Pump Ready". This will let you know that the pump is ready to dispense fuel

Start by removing the fuel cap, then remove the fuel nozzle and turn on the pump switch. Insert the nozzle into the vehicle fuel port and begin to fuel.

When the tank is full, release the nozzle and remove it from the vehicle fuel port. Return the nozzle to the pump and turn off the pump switch. Replace the fuel cap.

If the fuel system times out, go back and restart at step 3, where you are swiping the vehicle key fob.

If you have any difficulties with the fueling process, contact the Fleet Supervisor at 519-255-6560 extension 4243.

Slide 22 - Slide 22

Gas and Diesel Fueling



## Check Your Understanding

Let's stop for a moment and check your understanding of this information

Next

**Slide notes**

Now let's check your understanding of this lesson.

Click next, when you are ready to begin.

Slide 23 - Slide 23

Gas and Diesel Fueling



It is your responsibility to inspect the pump, hose and fuel nozzle to ensure they are all in good condition prior to fueling.

A) True  
 B) False

You must answer the question before continuing.

Submit

**Slide notes**

It is your responsibility to inspect the pump, hose and fuel nozzle to ensure they are all in good condition prior to fueling.

True.

Or False.

Slide 24 - Slide 24

Gas and Diesel Fueling



Unauthorized people are allowed to obtain fuel from City sites as long as they do so safely.

A) True

B) False

You must answer the question before continuing.

Submit

**Slide notes**

Unauthorized people are allowed to obtain fuel from City sites as long as they do so safely.

Is this true.

or false.

Slide 25 - Slide 25

Gas and Diesel Fueling



**Congratulations!**

You have successfully completed this lesson

Next

**Slide notes**

Congratulations!

You have successfully completed this lesson.

Click next to continue.

## Slide 26 - MM\_3\_Fueling\_Safety

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Fueling Safety

Follow TSSA Rules

- Do not re-enter your vehicle until finished fueling
- Do not leave the vehicle unattended while fueling
- If leaving the vehicle unattended:
  - Shut off the pump
  - Replace the fuel nozzle
  - Put the fuel cap back on



Next

**Slide notes**

In following the Technical Standards Safety Authority rules, never re-enter your vehicle, until you've finished fueling.

And never leave your vehicle unattended while fueling.

If you need to leave the vehicle unattended, for whatever reason, shut off the pump, replace the fuel nozzle, and put the fuel cap back on.

Slide 27 - Slide 27

Gas and Diesel Fueling



## Fueling Safety

Dispensing Tanks

Clearly identified as:

		
Gasoline	Clear diesel	Coloured (dyed) diesel

Next

**Slide notes**

When you pull up to the pump area, you'll see that the dispensing tanks are clearly identified as either gas, clear diesel, or coloured, (or dyed) diesel.

Slide 28 - Slide 28

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Fueling Safety

**Automatic Nozzle**

The nozzle shuts off when tank is almost full.

*Stop fueling when nozzle shuts off.*



Try Again

### Slide notes

A minor spill could be caused by over-filling a fuel tank, or portable container.

That's one reason why the dispensing tanks are equipped with automatic nozzles.

When filling the top portion of the vehicle tank, do not ease up on the nozzle trigger.

The nozzle will shut off when the tank is almost full.

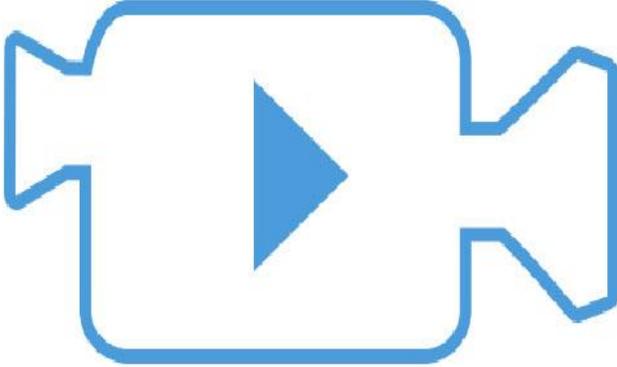
At this point, you're done fueling.

Slide 29 - Slide 29

Gas and Diesel Fueling



## Fueling Safety



Next

**Slide notes**

Now, let's get more details regarding this information.

Slide 30 - Slide 30

Gas and Diesel Fueling



## Fueling Safety



Next

Slide notes

Slide 31 - Slide 31

Gas and Diesel Fueling



## Fueling Safety



Next

Slide notes

Slide 32 - Slide 32

Gas and Diesel Fueling

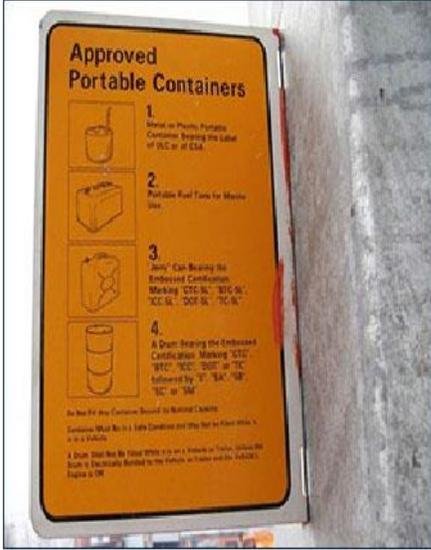
THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Fueling Safety

### Portable Containers

Approved portable containers:

- Posted on sign
- CSA or UL approved



The sign lists the following categories:

1. Metal or Plastic Portable Containers bearing the label of IBC or of CSA.
2. Portable Fuel Cans for Motor Use.
3. 50L\* Can Bearing the Embossed Certification Marking: CSO 5L, 50L 5L, 50L 5L, 50L 5L, 50L 5L, 50L 5L.
4. A Drum bearing the Embossed Certification Marking: 55L, 55L, 55L, 55L or 55L, 55L, 55L, 55L, 55L, 55L, 55L, 55L.

\* Do Not Fill Any Container Beyond its Marked Capacity.  
Excesses Will Be a Safety Hazard and May Be a Fire Risk.  
A Drum Shall Not Be Filled With Fuel or a Solvent or Other Liquid for Sale or Distribution Without the Approval of the Manufacturer.  
Expiry: 2018

Try Again

### Slide notes

An 'Approved Portable Containers' sign is posted to indicate the types of portable containers, that can be filled, which must be either CSA, or Underwriter Lab (UL) approved.

That means even if you mark a container as Flammable, you cannot use it unless it is CSA, or UL approved, for transporting fuel.

Slide 33 - Slide 33

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Fueling Safety

### Portable Containers

- Static electricity can cause spark and fire when container is ungrounded!
- Remove from vehicle prior to filling



Next

### Slide notes

Static electricity can cause a spark, and fire, when the container is ungrounded, which means you must always remove portable containers from the vehicle, before filling them.

If a container is left in the vehicle when refueling, a static spark can cause a fire.

Slide 34 - Slide 34

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

## Fueling Safety

### Portable Containers

A spark can occur from a static electrical discharge when gas or diesel fuel is poured from a container



Try Again

Slide notes

A spark can also occur, from a static electrical discharge, when gasoline or diesel is poured from a container.

Slide 35 - Slide 35

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Fueling Safety

**Portable Containers**

**Safe Practices**

- Place gas can on ground before refueling
- Keep fuel nozzle in contact with the filler neck of the container
- Install the fill and vent caps on portable fuel containers when fueling is complete



Try Again

### Slide notes

Filling a gas can in a pickup truck with a plastic bed liner, is a fire hazard!

Safe practices to follow whenever filling a portable container include:

Always place the gas can on the ground before refueling. Once the container is on the ground, it's better grounded.

Make sure the pump nozzle is in contact with the filler neck on the container while you fill. This eliminates the possibility of a static electric discharge.

Install the fill and vent caps on portable fuel containers when fueling is complete.

Slide 36 - Slide 36

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

## Fueling Safety

**Portable Containers**

When in the vehicle, the container must:

- Be secure at all times
- Meet the requirements of the Highway Traffic Act



Next

**Slide notes**

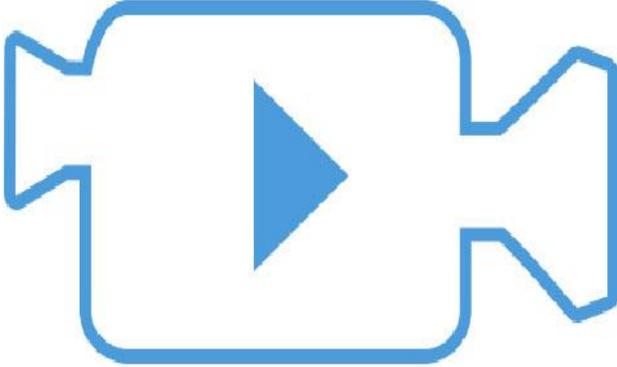
Whenever the container is in your vehicle, it must be secure at all times, meeting the requirements of the Highway Traffic Act.

Slide 37 - Slide 37

Gas and Diesel Fueling



## Fueling Safety



Next

**Slide notes**

You'll find even more detailed information about safe fueling in this next video.

Slide 38 - Slide 38

Gas and Diesel Fueling



## Fueling Safety



Next

Slide notes

Slide 39 - Slide 39

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

## Fueling Safety



Next

The image shows a white tanker truck parked at a gas station pump. The truck is viewed from a front-quarter perspective. In the background, there is a gas price sign with numbers 17 and 18 visible. The scene is set outdoors during the day.

Slide notes

Slide 40 - Slide 40

Gas and Diesel Fueling



## Check Your Understanding

Let's stop for a moment and check your understanding of this information

Next

**Slide notes**

Now let's check your understanding of this lesson.

Click next, when you are ready to begin.

Slide 41 - Slide 41

Gas and Diesel Fueling



Prior to filling up a container with gas or diesel fuel, you must take the container out of the vehicle and place it on the ground.

A) True  
 B) False

You must answer the question before continuing.

Submit

**Slide notes**

Prior to filling up a container with gas, or diesel fuel, you must take the container out of the vehicle, and place it on the ground.

**True.** Or false?

Slide 42 - Slide 42

Gas and Diesel Fueling 

CSA or UL approved containers are allowed to be filled at City of Windsor fuel sites.

A) True  
 B) False

You must answer the question before continuing.

Submit

**Slide notes**

CSA or UL approved containers are allowed to be filled at City of Windsor fuel sites.

Is this statement **true**. Or false?

Slide 43 - Slide 43

Gas and Diesel Fueling



You can use any container for fuel as long as you mark 'Flammable' on it.

A) True

B) False

You must answer the question before continuing.

Submit

**Slide notes**

You can use any container for fuel as long as you mark 'Flammable' on it.

Is this true. Or **false**?

Slide 44 - Slide 44

## Gas and Diesel Fueling



A minor spill could be caused by:

- A) not filling a fuel tank or portable container.
- B) over filling a fuel tank or portable container.
- C) under filling a fuel tank or portable container.
- D) pie-filling a fuel tank or portable container.
- E) retro-fitting a fuel tank or portable container.

You must answer the question before continuing.

Submit

**Slide notes**

A minor spill could be caused by:

not filling a fuel tank or portable container.

over filling a fuel tank or portable container.

under filling a fuel tank or portable container.

pie-filling a fuel tank or portable container.

retro-fitting a fuel tank or portable container.

Slide 45 - Slide 45

Gas and Diesel Fueling



You must install the fill and vent caps on portable fuel containers when fueling is complete.

A) True  
 B) False

You must answer the question before continuing.

Submit

**Slide notes**

You must install the fill and vent caps on portable fuel containers when fueling is complete.

**True.** Or false?

Slide 46 - Slide 46

Gas and Diesel Fueling 

When gasoline or diesel is poured from a container, a spark could occur due to a static electric discharge.

A) True  
 B) False

You must answer the question before continuing.

Submit

**Slide notes**

When gasoline or diesel is poured from a container, a spark could occur due to a static electric discharge.

True. Or false.

Slide 47 - Slide 47

Gas and Diesel Fueling



**Congratulations!**

You have successfully completed this lesson

Next

**Slide notes**

Congratulations!

You have successfully completed this lesson.

Slide 48 - MM\_4\_In\_Case\_Of\_Emergency

Gas and Diesel Fueling

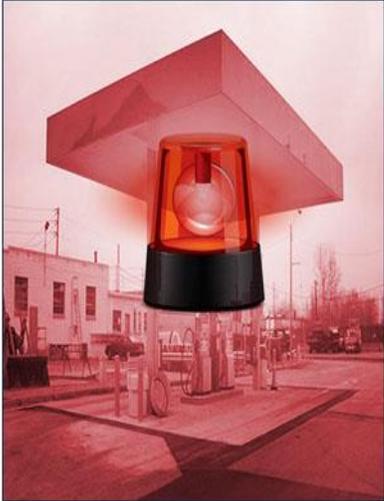
THE CITY OF WINDSOR  
ONTARIO, CANADA

## In Case of Emergency

**Emergencies**

- Leak
- Spill
- Fire

Follow directions posted at the fuel site



Next

**Slide notes**

In the event of an emergency, which includes a leak, spill or fire, follow the directions on posted signs at the fueling site.

Slide 49 - Slide 49

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## In Case of Emergency

### Emergency Spill Kit

1. Shut off pump
2. Clear personnel
3. Shut off emergency switch

*Beside garage doors on east side of Crawford Yard garage*

4. Call 9-1-1
5. Report the incident to your supervisor



Try Again

### Slide notes

The first thing to do when you discover a spill, leak or fire is to shut off the dispensing unit.

Then clear the pump area of all personnel.

Next, press the Fuel Emergency Shutoff Switch. At the Crawford Yard, the Fuel Emergency Shutoff Switch is located beside the garage doors on the east side of the garage.

As soon as you've shut off the pump and emergency switch, and should you not be able to control the spill, leak or fire, immediately call 911 and report the incident to your supervisor.

Slide 50 - Slide 50

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## In Case of Emergency

### Emergency Spill Kit

- Container with garbage bag
- Container with absorbent
- Plastic shovel
- Broom
- Bags
- Rubber gloves
- Safety goggles
- 8 ft. absorbent sock

*Always wear the included Personal Protective Equipment*



Next

### Slide notes

An Emergency Spill Kit is located at the fuel pumps. The Kit contains a garbage bag, absorbent, plastic shovel, broom, bags, rubber gloves, safety glasses and an 8 foot absorbent sock.

Always wear the PPE that's included in the kit.

Slide 51 - Slide 51

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## In Case of Emergency

### Emergency Spill Procedures

**Absorbents:**

- For spills of 25 litres or less
- Soak up the spill
- If possible do not move the vehicle



Next

### Slide notes

If there is a spill of 25 litres or less, use the spill control kit to soak up the fuel.

If possible, do NOT move the vehicle until the spill and the absorbent have been picked up.

Slide 52 - Slide 52

Gas and Diesel Fueling



## In Case of Emergency

### Emergency Spill Procedures

#### Crawford Yard Catch Basin



Located 9m. north of fuel pumps



Place 8 ft. absorbent sock around basin to prevent spilled fuel from entering

Next

**Slide notes**

At Crawford Yard, the catch basin is located nine metres north of the fuel pumps.

To prevent spilled fuel from entering the catch basin, place the 8 foot absorbent sock around the basin.

Slide 53 - Slide 53

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## In Case of Emergency

### Emergency Spill Procedures

- Sweep up the spilled fuel with the absorbent provided at site and put in disposal container
- Notify the Fleet Division Supervisor or call 519-255-6326
- An Accident/Incident Report must be completed



Try Again

### Slide notes

Next, sweep up the spilled fuel with the absorbent provided at site and put it in a disposal container.

Then notify the Fleet Division Supervisor or call 519 - 255 - 6326.

Don't forget the Accident/Incident Report that must be completed.

Slide 54 - Slide 54

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## In Case of Emergency

### Emergency Spill Procedures

Ministry of the Environment (MOE)

Fuel spills smaller than 100L that do not enter the sewer system do not get reported to the MOE.



Try Again

### Slide notes

Major fuel spills should be reported to the Ministry of the Environment.

However, spills of gas, or diesel fuel, smaller than 100 litres that do not enter the sewer system, do not have to be reported to the M O E.

Slide 55 - Slide 55

Gas and Diesel Fueling



## Check Your Understanding

Let's stop for a moment and check your understanding of this information

Next

**Slide notes**

Let's pause for a moment and check your understanding of the information just presented.

Click next, when you are ready to answer a few questions about this material.

Slide 56 - Slide 56

Gas and Diesel Fueling 

Spills must be reported to the Ministry of:

- A) Parks
- B) Environment
- C) Labour
- D) Tourism

You must answer the question before continuing.

Submit

**Slide notes**

Spills must be reported to the Ministry of:

Parks.

Environment.

Labour.

Tourism.

Slide 57 - Slide 57

Gas and Diesel Fueling 

What size spills must be reported to the Ministry of Environment?

- A) 10 gallons
- B) 100 gallons
- C) 10 litres
- D) 100 litres

You must answer the question before continuing.

Submit

**Slide notes**

What size spills must be reported to the Ministry of Environment.

10 gallons

100 gallons

10 litres

100 litres

Slide 58 - Slide 58

Gas and Diesel Fueling



The first thing to do when a spill occurs is shut off the pump.

A) True  
 B) False

You must answer the question before continuing.

Submit

**Slide notes**

The first thing to do when a spill occurs is shut off the pump.

Is this true. Or false.

Slide 59 - Slide 59

Gas and Diesel Fueling



A Corporate Accident/Incident Report must be completed whenever a leak, spill or fire occurs at a City fueling site.

A) True  
 B) False

You must answer the question before continuing.

Submit

**Slide notes**

A Corporate Accident/Incident Report must be completed whenever a leak, spill or fire occurs at a City fueling site.

True. Or False.

Slide 60 - Slide 60

## Gas and Diesel Fueling



List the proper order of steps to take if a fire occurs at a fuel site.  
(To order these steps, click a statement; then drag it to the correct position in the sequence of the process)

- 1) Shut off the pump
- 2) Clear pump area of all personnel
- 3) Shut off Fuel Emergency Switch
- 4) Call the Fire Department

Submit

**Slide notes**

Identify the proper order of steps to take if a fire occurs at a fuel site.

To order these steps, click a statement; then drag it to the correct position in the sequence of the process.

When you are done, click submit.

Slide 61 - Slide 61

Gas and Diesel Fueling



**Congratulations!**

You have successfully completed this lesson

Next

**Slide notes**

Congratulations!

You have successfully completed this lesson.

Slide 62 - MM\_5\_Fuel\_Efficiency

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

## Fuel Efficiency

**Fuel Efficient Driving Habits**

- Accelerate smoothly
- Abrupt stops and starts waste fuel



Next

**Slide notes**

There are some fuel-efficient habits you can easily adopt in your driving routine.

Accelerate smoothly. Abrupt starts and stops waste fuel.

Slide 63 - Slide 63

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

## Fuel Efficiency

**Fuel Saving Tip**

**Combine trips**

- Short trips burn more fuel

**Avoid high speeds**

- **EXAMPLE:** Reducing speed from 120 km/h to 100 km/h reduces fuel consumption by 15%



Next

### Slide notes

Combine as many trips as possible by making one long trip, instead of several short ones.

A short trip burns more fuel, because the vehicle's most efficient operating temperature is not reached.

Avoid high speeds.

As your vehicle speed increases, your resistance increases dramatically.

Just reducing your speed from 120 kilometers per hour, to 100 kilometers per hour, will reduce fuel consumption by about 15%.

Slide 64 - Slide 64

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Fuel Efficiency

**Fuel Saving Tip**

**Do not accelerate or brake quickly**

- Steady acceleration or braking can increase fuel economy as much as 20%

**Keep tires inflated**

- An under-inflated tire by 2 PSI increases fuel consumption 1%



Next

### Slide notes

Another fuel saving tip?

Don't accelerate, or brake quickly.

By anticipating traffic and applying slow, steady acceleration or braking, fuel economy may increase by as much as 20%.

Keep the tires inflated to the level recommended by the manufacturer.

A tire that is under-inflated by as little as 2 Pounds per Square Inch (or PSI), increases fuel consumption by 1%.

Slide 65 - Slide 65

Gas and Diesel Fueling

THE CITY OF  
**WINDSOR**  
ONTARIO, CANADA

## Fuel Efficiency

**Fuel Saving Tip**

**Use air conditioning sparingly**

- 20% more fuel is used when running the A/C

**Keep windows closed**

- Open windows increase resistance and decrease fuel economy up to 10%



Next

### Slide notes

You can also save fuel by using your air conditioning sparingly.

Using the air conditioning puts an extra load on the engine.

As a result, about 20% more fuel is used when you're running the A/C

When possible, keep the windows closed.

Open windows, especially at highway speeds, increase resistance, and result in decreased fuel economy of up to 10%.

Slide 66 - Slide 66

Gas and Diesel Fueling

THE CITY OF **WINDSOR**  
ONTARIO, CANADA

## Fuel Efficiency

**Fuel Saving Tip**

**Service vehicle regularly**

- Bring vehicle in for scheduled service to ensure it runs safely and at peak efficiency



Next

**Slide notes**

Here's a tip that's also part of your vehicle maintenance responsibility: have the vehicle serviced regularly.

Scheduled maintenance prevents poor fuel economy.

The Fleet Division asks that you bring your vehicle in for service when scheduled, to ensure it's running safely, and at peak efficiency.

Slide 67 - Slide 67

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

## Fuel Efficiency

THE CITY OF WINDSOR  
ONTARIO, CANADA

City of Windsor By-Law #233-2001

Prohibit Excessive Idling of Vehicles

No person shall cause or permit a vehicle or boat to idle for more than five minutes in a sixty minute period



Next

**Slide notes**

Did you know that idling the motor for over 10 seconds uses more fuel, and produces more Carbon Dioxide, than restarting your engine?

That's why the City of Windsor By-law #233-2001, prohibits the excessive idling of vehicles, stating that, 'No person shall cause, or permit a vehicle, or boat, to idle for more than five minutes, in a sixty minute period.'

Slide 68 - Slide 68

Gas and Diesel Fueling



**Congratulations!**

You have successfully completed this lesson

Next

**Slide notes**

Congratulations!

You have successfully completed this lesson.

Slide 69 - MM\_Final\_Test

The slide is titled "Gas and Diesel Fueling" in the top left corner. In the top right corner, there is a logo for "THE CITY OF WINDSOR ONTARIO, CANADA". The main content of the slide is centered and reads "Final Test" in a large blue font, followed by "75% accuracy required for course completion" in a smaller black font. In the bottom right corner, there is a grey button labeled "Next".

**Slide notes**

Now that you have completed all the lessons of this course, it's time to make sure you have a good understanding of this material.

Course completion will require a score of 75 percent or greater.

Click next, when you're ready to begin.

Slide 70 - Slide 70

Gas and Diesel Fueling 

Question 1 of 18

Spills must be reported to the Ministry of:

- A) Parks
- B) Environment
- C) Labour
- D) Tourism

Correct!

OK

You must answer the question before continuing.

Incorrect

Major fuel spills should be reported to the Ministry of the Environment.

OK

Submit

**Slide notes**

Spills must be reported to the Ministry of:

Parks

Environment

Labour

Tourism

Slide 71 - Slide 71

Gas and Diesel Fueling 

Question 2 of 18

What size spills must be reported to the Ministry of Environment?

- A) 10 gallons
- B) 100 gallons
- C) 10 litres
- D) 100 litres

Correct!

OK

You must answer the question before continuing.

Incorrect

Fuel spills smaller than 100L that do not enter the sewer system do not get reported to the Ministry of Environment.

OK

Submit

**Slide notes**

What size spills must be reported to the Ministry of Environment.

10 gallons

100 gallons

10 litres

100 litres

## Slide 72 - Slide 72

## Gas and Diesel Fueling



Question 3 of 18

Smoking and other ignition sources are not allowed within:

- A) 3 feet or 10 metres of the pumps.
- B) 30 feet or 1 metre of the pumps.
- C) 1 foot or 1 metre of the pumps.
- D) 3 metres or 10 feet of the pumps.

Correct!

OK

You must answer the question before continuing.

Incorrect

While fuel is an obvious ignition source you have to have when filling up, it's important to keep all other ignition sources at least 3 meters - or 10 feet - from the pumps.

OK

Submit

**Slide notes**

Smoking and other ignition sources are not allowed within:

3 feet or 10 metres of the pumps.

30 feet or 1 metre of the pumps.

1 foot or 1 metre of the pumps.

3 metres or 10 feet of the pumps.

Slide 73 - Slide 73

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

Question 4 of 18

The three elements of the fire triangle are:

- A) Earth, wind and fire.
- B) Ignition source, fuel and oxygen.
- C) Nucleus, cytoplasm and membrane.
- D) Nitrogen, oxygen and trace elements.

Correct!

OK

You must answer the question before continuing.

Incorrect

3 things must be in place for a fire, or explosion to occur. An ignition source, fuel and oxygen.

OK

Submit

**Slide notes**

The three elements of the fire triangle are:

Earth, wind and fire.

Ignition source, fuel and oxygen.

Nucleus, cytoplasm and membrane.

Nitrogen, oxygen and trace elements.

Slide 74 - Slide 74

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

Question 5 of 18

The first thing to do when a spill occurs is shut off the pump.

A) True  
 B) False

Correct!  
OK

You must answer the question before continuing.

Incorrect  
The first thing that needs to be when a spill occurs is to shut off the pump.  
OK

Submit

**Slide notes**

The first thing to do when a spill occurs is shut off the pump.

Is this true. Or false.

Slide 75 - Slide 75

Gas and Diesel Fueling 

Question 6 of 18

You can use any container for fuel as long as you mark 'Flammable' on it.

A) True  
 B) False

Correct!  
OK

You must answer the question before continuing.

Incorrect  
An 'Approved Portable Containers' sign is posted to indicate the types of portable containers, that can be filled, which must be either CSA, or Underwriter Lab (UL) approved.  
OK

Submit

**Slide notes**

You can use any container for fuel as long as you mark 'Flammable' on it.

Is this true. Or false.

Slide 76 - Slide 76

Gas and Diesel Fueling 

Question 7 of 18

Prior to filling up a container with gas or diesel fuel, you must take the container out of the vehicle and place it on the ground.

A) True  
 B) False

Correct!  
OK

You must answer the question before continuing.

Incorrect  
When filling a gas can, always use an approved container. Always place the gas can on the ground before refueling. Once the container is on the ground, it's better grounded.  
OK

Submit

**Slide notes**

Prior to filling up a container with gas or diesel fuel, you must take the container out of the vehicle and place it on the ground.

True. Or false

Slide 77 - Slide 77

Gas and Diesel Fueling 

Question 8 of 18

When gasoline or diesel is poured from a container, a spark could occur due to a static electric discharge.

A) True  
 B) False

Correct!  
OK

You must answer the question before continuing.

Incorrect  
A spark can also occur, from a static electrical discharge, when gasoline or diesel is poured from a container.  
OK

Submit

**Slide notes**

When gasoline or diesel is poured from a container, a spark could occur due to a static electric discharge.

True. Or false

Slide 78 - Slide 78

Gas and Diesel Fueling 

Question 9 of 18

It is your responsibility to inspect the pump, hose and fuel nozzle to ensure they are in good condition prior to fueling.

A) True  
 B) False

Correct!  
OK

You must answer the question before continuing.

Incorrect  
You should always inspect the pump, hose and fuel nozzle to ensure they are in good condition prior to fueling.  
OK

Submit

**Slide notes**

It is your responsibility to inspect the pump, hose and fuel nozzle to ensure they are in good condition prior to fueling.

True. Or false

Slide 79 - Slide 79

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

Question 10 of 18

You can attempt to put out a small fire with a fire extinguisher only if you can do so without putting yourself or someone else at risk.

A) True  
 B) False

Correct!

OK

You must answer the question before continuing.

Incorrect!

Keep in mind, that you can attempt to put out a small fire with a fire extinguisher, if you can do so without putting yourself, or someone else at risk.

OK

Submit

**Slide notes**

Is this true. Or false.

You can attempt to put out a small fire with a fire extinguisher only if you can do so without putting yourself or someone else at risk.

Slide 80 - Slide 80

Gas and Diesel Fueling 

Question 11 of 18

Unauthorized people are allowed to obtain fuel from City sites as long as they do so safely.

A) True  
 B) False

Correct!  
OK

You must answer the question before continuing.

The fuel management system, referred to as "Asset Works Fuel Focus", allows the Fleet Division, to control fuel usage and maintain better record keeping. Only authorized employees are allowed to get fuel from City fuel sites.  
OK

Submit

**Slide notes**

Unauthorized people are allowed to obtain fuel from City sites as long as they do so safely.

True. Or false.

Slide 81 - Slide 81

Gas and Diesel Fueling 

Question 12 of 18

A fire extinguisher must be recharged or replaced immediately after being used.

A) True  
 B) False

Correct!  
OK

You must answer the question before continuing.

Incorrect  
A fire extinguisher must be recharged, or replaced, immediately after being used.  
OK

Submit

**Slide notes**

A fire extinguisher must be recharged or replaced immediately after being used.

Is this true. Or false.

Slide 82 - Slide 82

Gas and Diesel Fueling 

Question 13 of 18

A static electrical discharge has enough energy to cause a fire or explosion in the presence of gasoline vapours.

A) True  
 B) False

Correct!  
OK

You must answer the question before continuing.

Incorrect  
A static electrical discharge has enough energy to cause a fire, or explosion, in the presence of gasoline vapours.  
OK

Submit

**Slide notes**

A static electrical discharge has enough energy to cause a fire or explosion in the presence of gasoline vapours.

Is this statement true. Or false.

Slide 83 - Slide 83

Gas and Diesel Fueling 

Question 14 of 18

CSA or UL approved containers are allowed to be filled at City of Windsor fuel sites.

A) True  
 B) False

Correct!  
OK

You must answer the question before continuing.

Incorrect  
An 'Approved Portable Containers' sign is posted to indicate the types of portable containers, that can be filled, which must be either CSA, or Underwriter Lab (UL) approved.  
OK

Submit

**Slide notes**

CSA or UL approved containers are allowed to be filled at City of Windsor fuel sites.

Is this statement true. Or false

Slide 84 - Slide 84

Gas and Diesel Fueling 

Question 15 of 18

A Corporate Accident/Incident Report must be completed whenever a leak, spill or fire occurs at a City fueling site.

A) True  
 B) False

Correct!  
OK

You must answer the question before continuing.

Incorrect  
Sweep up the spilled fuel with the absorbent provided at site and put it in a disposal container. Don't forget the Accident/Incident Report that must be completed.  
OK

Submit

**Slide notes**

A Corporate Accident/Incident Report must be completed whenever a leak, spill or fire occurs at a City fueling site.

True. Or false.

## Slide 85 - Slide 85

## Gas and Diesel Fueling



Question 16 of 18

List the proper order of steps to take if a fire occurs at a fuel site.  
(To order these steps, click a statement; then drag it to the correct position in the sequence of the process)

- 1) Shut off the pump
- 2) Clear pump area of all personnel
- 3) Shut off Fuel Emergency Switch
- 4) Call the Fire Department

Correct!

OK

Incorrect

The first thing to do when you discover a spill, leak or fire is to shut off the dispensing unit. Then clear the pump area of all personnel. Next, press the Fuel Emergency Shutoff Switch. Should you not be able to control the spill, leak or fire, immediately call 911 and report the incident to your supervisor

OK

Submit

**Slide notes**

Identify the proper order of steps to take if a fire occurs at a fuel site.

To order these steps, click a statement; then drag it to the correct position in the sequence of the process.

When you are done, click submit.

Slide 86 - Slide 86

Gas and Diesel Fueling

THE CITY OF WINDSOR  
ONTARIO, CANADA

Question 17 of 18

A minor spill could be caused by:

- A) not filling a fuel tank or portable container.
- B) over filling a fuel tank or portable container.
- C) under filling a fuel tank or portable container.
- D) Pie-filling a fuel tank or portable container.
- E) Retro-fitting a fuel tank or portable container.

Correct!

OK

You must answer the question before continuing.

Incorrect

A minor spill could be caused by over-filling a fuel tank, or portable container. That's one reason why the dispensing tanks are equipped with automatic nozzles.

OK

Submit

**Slide notes**

A minor spill could be caused by:

not filling a fuel tank or portable container.

over filling a fuel tank or portable container.

under filling a fuel tank or portable container.

Pie-filling a fuel tank or portable container.

Retro-fitting a fuel tank or portable container.

Slide 87 - Slide 87

Gas and Diesel Fueling 

Question 18 of 18

You must install the fill and vent caps on portable fuel containers when fueling is complete.

A) True  
 B) False

Correct!  
OK

You must answer the question before continuing.  
Incorrect  
Install the fill and vent caps on portable fuel containers when fueling is complete.  
OK

Submit

**Slide notes**

You must install the fill and vent caps on portable fuel containers when fueling is complete.

True. Or false.

Slide 88 - Slide 88

Gas and Diesel Fueling



## Test Results

Correct Questions: {correct-questions}

Total Questions: {total-questions}

Accuracy: {percent}

Attempts: {total-attempts}

Review Area

Retake Quiz

Exit

Slide notes

Slide 89 - Slide 89

Gas and Diesel Fueling



**Congratulations!**

You have successfully completed this course on  
Gas and Diesel Fueling!

Exit

**Slide notes**

Congratulations!

You have successfully completed this course on gas and diesel fueling!

Click exit to end the course.