

**Policy & Procedure Manual**

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**TRANSPORTATION, USE AND STORAGE OF PROPANE AND  
FUEL FIRED APPLIANCES – R-VII-8**

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**POLICY:**

The use, storage and transportation of propane, camping and fuel fired equipment shall be in a manner that is consistent with legal requirements and/or manufacturer's recommendations.

All barbecues will be inspected by a certified inspector every spring prior to using any of the equipment and once approved will be tagged with the inspection date. Any new fuel fired equipment will be inspected and tagged prior to use.

This policy will be reviewed by all direct support professional staff annually.

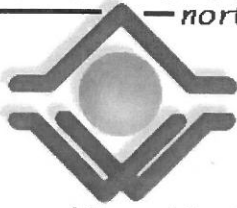
**PURPOSE:**

To ensure safe procedures are followed for the use, transportation and storage of propane cylinders and camping and fuel fired equipment.

**PROCEDURE:**

**A) INSPECTING THE BARBECUE:**

- Dirt and debris can build up inside the grill over the winter months. Carefully clean out any particles, dust, and cobwebs that may have built up over the winter. Newer barbecues have spider guards to prevent them from entering the burner and burner tubes, however if yours does not, use a pipe cleaner or wire to ensure that spider webs have not built up inside. Remove lava rocks and grates for a thorough cleaning with soap and warm water.
- Clean your burner ports to ensure they are free of dirt and rust.
- Make sure that the barbecue hose is in good condition, and is free of cracks. Propane or Natural Gas leaking from a cracked hose may send out a stream that if ignited can produce huge flames.



- Check to ensure that all connections are tight and that there are no leaks. Always check all cylinder connections for leaks before lighting your barbecue for the first time in the spring, or any time you replace the tank. Do not use a match/lighter to check for leaks. You can brush a mixture of soap and water onto the connections and hoses (a mixture of 50% liquid soap and 50% water) and any rising bubbles will indicate a leak. Repair your barbecue so that there are no more bubbles.
- Rusty, damaged propane tanks should be replaced by 10 years of age or less.
- If you have uncertainty about the condition of any barbecue part you should replace it with a new component. Parts are available at most hardware stores and building supply centres.
- Call a certified fuel appliance repairperson if you do not feel comfortable completing safety checks yourself.

**B) HOW TO PROPERLY LIGHT THE BARBECUE:**

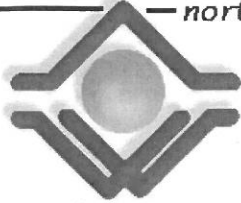
- When your barbecue is safe and ready to be used, begin by opening the lid. Always have the lid in the open position when lighting the grill.
- Next turn on the gas by opening the Natural Gas Valve or Propane Cylinder Valve. After this step has been completed, turn on the barbecue at the grill controls.
- Finally, light the barbecue by depressing the igniter button.
- If your barbecue does not have an igniter button, insert a long match or barbecue lighter into the side burner hole. Have the match lit before you turn on the grill controls.
- If the burner does not ignite, keep the lid open, turn off the gas and wait five minutes before trying once again.

**C) HOW TO SHUT OFF THE BARBECUE:**

- First shut off your Natural Gas or Propane Cylinder valve so that any remaining gas in the hoseline burns off. Then turn off your burner controls so that no gas remains trapped within the hose. Allow your barbecue some significant 'cooling off' time prior to covering it.

**D) THE PROPANE CYLINDER:**

- Propane is an economical and portable fuel that provides heat, cooks food, and generates light. It is used as a gas, but stored as a liquid in cylinders that can vary in size. The most common, the 'backyard barbecue size' is the 20-pound cylinder. When it is properly filled, 80% of the tank will contain liquid propane leaving the remaining 20% above the liquid to contain the propane vapour.



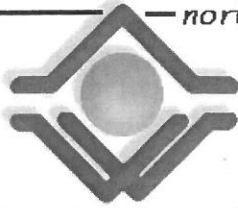
- In Canada propane cylinders must be inspected and requalified, or replaced every 10 years. You can view the date that your cylinder was last qualified on the collar of the cylinder. It is also possible that a cylinder less than 10 years old may need replacing. A rusty and damaged cylinder could mean that you're ready for a new one. When you make your purchase, make sure to turn your old cylinder in so that it can be purged and recycled or disposed of.
- New propane cylinders must be purged to release all of the air and moisture within before it is filled with propane. In Canada, only a properly trained and certified attendant is permitted to fill a tank. An attendant is not permitted to fill an outdated cylinder, or fill any cylinder tank beyond 80% of its capacity.

**E) HOW TO CHANGE THE BBQ CYLINDER:**

- Make sure that you take your time while replacing your empty cylinder. Ensure that the special plug provided is threaded onto the outlet of the service valve when you disconnect the hose.
- Carry the empty cylinder in the upright position with the safety valve on top.
- Transport the empty upright cylinder on the floor of the passenger compartment in your vehicle for safety reasons. Secure it so that it cannot topple over while you are driving. Keep the windows open. (Note: Never leave a propane cylinder inside a parked vehicle with the windows sealed - as heat builds up, it could potentially cause an explosion). Refrain from smoking in your vehicle at this time.
- Secure the new cylinder in place on the BBQ before you reconnect it. After reconnecting it, check for leakage using the soap and water solution.
- If your barbecue connection has an "O" ring, make sure you check it for fractures and cracks every time you replace your cylinder.
- Never smoke while handling a propane cylinder.
- Do not store extra propane cylinders beneath your barbecue or inside any structure i.e. indoors or in a garage as excess heat could cause the cylinder to release overpressure and propane along with it.

**F) TIPS FOR CHARCOAL GRILLING:**

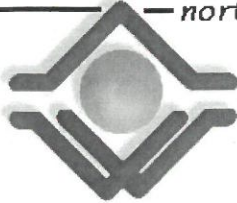
- Ensure that your charcoal briquette barbecue is well ventilated as poisonous gases like carbon monoxide are released from the briquettes.
- Do not use gasoline to prompt your charcoal briquettes to ignite quickly, instead use a proper charcoal lighting fluid. Allow the fluid to settle for a few minutes so that the explosive vapours have a chance to dissipate.



- Stand back from the grill a safe distance while lighting the briquettes. Make sure you did not spill any lighting fluid onto your clothing or the area around the actual grill. Prior to igniting the briquettes, ensure that the can of fluid has been placed at a safe distance from the BBQ.
- If the briquettes begin to die out, refrain from spraying the lighting fluid onto the hot coals, which could result in a very dangerous and explosive situation.
- When you are done grilling, make sure that your hot coals are fully extinguished before you dispose of them. Hot coals are very dangerous and can easily start a garbage can fire.

**G) SAFETY TIPS:**

- Keep people and pets far away from a hot grill, and never leave them unsupervised in the area of an ignited barbecue.
- Never leave the barbecue unattended while cooking.
- Never use wood, charcoal briquettes, barbecue starter fluid or gasoline in conjunction with your propane or natural gas barbecue. Doing so is likely to result in a highly flammable and volatile situation that may cause extensive damage to your property, personal injury or loss of life.
- Only use your gas barbecue outdoors in an open, well ventilated area, at least three meters (10 feet) away from windows or doors, and far from anything that might obstruct the flow of air around the grill.
- Keep the barbecue away from wooden fences, wooden walls, combustible overhead roofs, and from trees with low branches.
- Don't allow an accumulation of grease to occur by keeping your grill and burners clean - this will help to minimize the chances that you will have a serious grease fire.
- Never fight a grease fire with water - this will only cause the flames to flare up. Keep loose clothing away from a hot barbecue - roll up your sleeves or cook in a short sleeved shirt. If your clothing catches on fire, quickly Stop, Drop and Roll.
- Use long handled tongs and brushes while grilling that put an extra bit of distance between you and the flames.
- Wear oven mitts and a heavy apron to protect yourself from fire while grilling.
- If you do burn yourself, run the affected area under cool water for five minutes. If your burn is serious (charring, blistering) seek medical attention right away.
- If you suspect a leak or smell an odour, shut off the cylinder. Do not try to light the grill.
- Leaking propane is heavier than air and will flow to low lying areas.
- When you finish cooking, make sure all burner controls are turned off and the cylinder valve is closed.



Personal Support Services

**POLICY: R-VII-8**  
**DEPARTMENT:** Personal Support Services  
**CATEGORY:** Environmental  
**EFFECTIVE DATE:** May 2017  
**SUPERSEDES VERSION DATED:** August 2013  
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**\*\*In case of fire or an emergency, call 9-1-1.\*\***

**RECOMMENDED BY:** Director, Personal Support Services

**APPENDICES:** 0

**OPERATIONAL ACCOUNTABILITY:** Administration, Human Resources, Personal Support Services Administration, Personal Support Services

**ORIGINAL POLICY DATE:** November 1995

**AUTHORIZED BY:** Executive Director

**SIGNATURE:** \_\_\_\_\_

A handwritten signature in blue ink, written over a horizontal line. The signature is cursive and appears to be 'M. L. ...'.