


LPG Safety and Training Record Form

This form is intended to provide a safety training talk for staff at sites where LPG is used and a LCC is required but staff do not access the LPG cylinders other than to change the supply from one manifold to the next. All other gas connection/disconnection work for the site is undertaken by the gas supply company.

Please fill in your site details and provide a copy of the completed form (with training details signed) to Chemsafety.

LPG Location Details	
Gas Supply Company Contact Details	
Gas Fitter Contact Details	
The Hazards of LPG 	<p>LPG is a very flammable gas.</p> <p>LPG is easily ignited by flames, sparks or hot surfaces.</p> <p>LPG is heavier than air and can build up in confined areas causing a suffocation hazard as well as a fire hazard.</p> <p>LPG can cause cold burns if it touches your skin</p> <p>Breathing in LPG will make you feel dizzy, nauseous/sick and can cause you to pass out or even die.</p> <p>LPG has an odour added to it so you can smell it.</p>
LPG Safety	<p>The LPG cylinder cage must be kept locked at all times</p> <p>Staff should only need to access the cylinders to turn the supply valve. Only personnel trained in gas safety should do this.</p> <p>DO NOT disconnect any of the hoses.</p> <p>DO wear safety glasses when turning the supply valve.</p>
The Safety Data Sheet for LPG is located:	
The Emergency Response Plan is located:	
	<p><u>If you smell gas at the cylinder store</u></p> <p>If it is safe to do so, CLOSE the isolation valves and/or cylinder valves, Contact your supplier immediately</p> <p>Secure the area around the gas cylinders and keep it clear until the issue is fixed.</p> <p><u>If you smell gas in the building</u> TURN-OFF the supply and contact a gas fitter or gas appliance servicing agency immediately.</p> <p>Do not operate any electrical switches.</p> <p>Open windows and doors to ventilate the area</p> <p>Evacuate the building</p>
Emergency Stop / Isolation Valves are located:	
Gas Fire	<p>In the event of a gas fire call Fire and Emergency NZ immediately on 111</p> <p>If safe to do so, turn-off the gas supply</p> <p>Do not extinguish the fire unless the gas flow can be shut off</p> <p>Evacuate to a safe location upwind from the fire</p>
Obligations under the HSW-Act	<p>Workers must take reasonable care of their own health and safety. You must comply with health and safety policy and procedures and any reasonable request made by the person in charge relating to health and safety. If issued with personal protective equipment, you must wear it as directed and ensure it is maintained or replaced as required.</p>

Training Records

This form is intended to be used as a safety briefing for LPG where the use of the gas is limited to changing the supply valve over from one bank of cylinder to the next. Use the first page of this form as a staff safety briefing, either individually or in a group.

Go over each section of the table above so that all staff are aware of the hazards of LPG, basic safety procedures and the location of safety data sheets on site.

Each staff member should sign this form to indicate that that have been part of this training. Print off as many copies of page 3 as you need to cover your team.

Name Role/Job Description	Signature of Staff Member	Date of Training	Training Method
			<input type="checkbox"/> I have read this safety information <input type="checkbox"/> Safety Talk given by: Name: Role:
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