



February 28, 2011

Production Companies,
Unit Staff and
Service Providers:

Subject: Changes to Fill Procedures and Safety Management

This letter is to inform you of changes in the way we provide our service.

These changes reflect investigations into an accident and are changes to activities and procedures deemed potential for incident.

Please review this information and in the interest of safety for all, follow the new protocols.

If you have concerns about propane activities or have suggestion to enhance safety, please contact me direct or Mark at Actsafe.

Training, literature and support are available to assist in making your work place safe.

Support:

Derek Belton
Operations Manager,
Safety, Training, Security and Compliance
Office 604-433-4900
24/7 778-833-0735
dbelton@autogaspropane.com
Dispatch: 778-833-0743

Actsafe
Marty Clausen
Office 604-733-4682
Cel 604-764-0791
info@actsafe.ca

You Can Make the Difference!



Feb 28, 2011 cont....

Subject: **Revisions to Movie Set Filling Procedures**

Autogas Propane has been involved and working with the movie industry in B.C. for well over a decade now. It's been a relationship that we, at Autogas Propane, have enjoyed and look forward to being a big part of in the future.

In order for us to service the industry in a safe and reliable manner, there are a few changes that need to be implemented. Overall safety has always been one of the main priorities and focus for us here at Autogas Propane Ltd., whether it's delivering product to a residence, movie location, industrial or commercial application.

As you maybe aware there was a propane incident at Golden Ears Park in December.
(Visit ACTSAFE.ca for more information)

Autogas Propane Ltd, WorkSafe, Transport Canada and the BC Safety Authority are all investigating the cause or causes, these procedures are sometimes lengthy in nature.

A working group has been reviewing the incident and the common consensus is that the drivers when filling movie sets; do not have control of sources of ignition in the surrounding area and have no or little knowledge of the activities taking place at the site during their filling.

To be proactive, effective immediately Autogas staff will only fill on site if accompanied by a Unit Staff member with authority to control ignition sources and guide our staff member.

A Unit Staff member will be required to assist our driver in removing stairs, cylinders and obstacles that don't allow the driver to be in a safe body position to react to unforeseen situations and to monitor the area for hazards during filling. Our staff will always be accommodating to assist in these tasks but can not work alone.

ALL pilot lights and ignition sources require verification that they are off!

Filling of portable cylinders present a higher risk than fixed tanks as they are required to have there 80% fixed level gauge (spit valve) open during the filling; this process requires the venting of a small amount of propane vapour during the filling.

Therefore, this activity requires larger clearances and must be performed in an open and uncongested area. The area should be, if practical downwind of any equipment that could have ignition sources (pilot lights, auto ignition furnaces, open flames, etc.).

Cylinders will need to be assembled in an designated area by site Unit Staff, a minimum of 25ft should be maintained from other equipment and will require a Set Staff member to monitor the area at all times during refueling.

Most fixed tanks have "autostops" and do not require venting of vapours.

Where practical, increasing clearances only adds to safety.



February 28, 2011 cont...

These instructions are in addition to procedures published, dated Oct 1st, 2007, revised Nov. 20, 2009 and will form a revision of those procedures.

For additional information on propane use and procedures, Industry should visit: www.actsafe.com. or www.propanegas.ca/PTI/PTI_Courses.asp
Training in handling of Propane is available through self teach and assisted training; also Autogas also has staff trainers and contacts for other industry trainers.

Autogas Propane will work diligently to help you through this process of change, in any way we can to make this transition easier without jeopardizing safety.

If you require clarification of assistance in keeping your site safe, please do not hesitate to contact myself direct or speak with our dispatcher.

If moving of cylinders is a logistical problem, Autogas Propane Ltd. can deliver extra cylinders to site that can subsidize existing inventory. Larger cylinders can be supplied that can easily be connected to equipment to increase the duration of change outs.

Inexpensive fittings can be fitted to equipment, both fixed and portable tanks that allow for safe and easy connection of larger cylinders from time to time.
(See attached information sheet)

Cylinders can also be rented at our Lake City and Nordel offices.
Lake City has a full line of hoses, fittings and expertise.

You Can Make the Difference!

Derek Belton
Operations Manager,

Safety, Training, Security and Compliance

Office 604-433-4900
24/7 778-833-0735
dbelton@autogaspropane.com

Dispatch: 778-833-0743

Attachment: Movie Set Filling Procedures
Extend a Stay Adaptor

EXTEND A STAY Propane adaptor that allows for easy hook-up of extra cylinders to mobile equipment

A simple to use adaptor can be installed between the existing cylinder or fixed mounted tank service valve and the POL connection. It is easy to install, no special training, its as easy as changing out a cylinder. Just separate the existing pol connection and insert adaptor in-between. Once installed a larger or auxiliary cylinder can be connected easily to allow for extended burn times. This is ideal for movie sets as you can connect extra bottles or one large bottle, no tools required, the adaptor stays permanently attached to the vehicle.

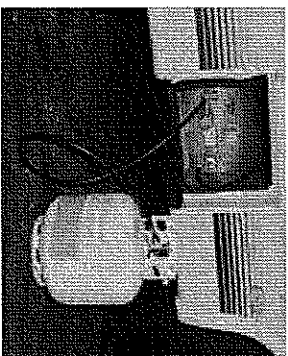
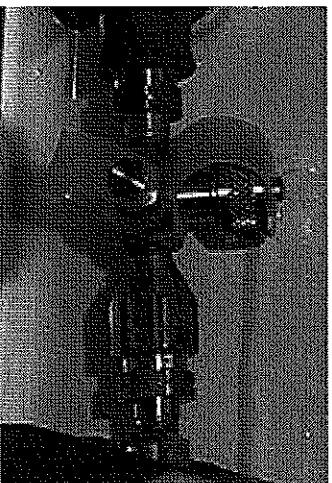
Extended Cylinder capacities:

30#	27 litres
40#	36 litres
60#	54 litres
100#	90 litres

This allows Unit Crews to store and add extra cylinders to Catering, Dressing Room etc.



Extend-A-Stay kits allow motorhome owners to hook up to an auxiliary propane cylinder or tank allowing them to stay as long as they want without having to move their rig to fill their tanks. The standard Extend-A-Stay kit includes illustrated instruction for installation and proper use a listed brass tee fitting and a five foot flexible pigtail for hooking up the auxiliary tanks or cylinders.



Available at Autogas Propane
3390 Lake City Way
604-421-3108
OR
Call Dispatch, 604-433-4900



Movie Set Safe Filling Procedures

Revised: Feb 23, 2011

These regulations are set out by BC Safety Authority (BCSA), Transport Canada and Autogas Safety Committee.

- Copies have been faxed to current clients, Transportation Coordinators, with a telephone follow-up.
- If you are a new client, a copy of this procedure was sent during account set up.

When calling for deliveries please provide a **contact name, phone number and alternate** that the driver will report upon arrival.

Every effort will be made to accommodate deliveries at requested times. Priority will be given to on a first come bases; Customers are requested to call the day prior, this allows for efficiencies, which translate into more clients being served in a timely and request time slot bases.

A telephone call will be made to the site prior to arrival to inform the above contact of arrival time. This will allow Unit Staff time to prepare cylinders and equipment for the drivers arrival.

-
- Unit must provide a Unit Staff member with authority to control ignition sources and must be in attendance for entire time

No equipment or vehicles will be filled with pilots lights on. (No Exceptions)

***** Caterers should specify a delivery time that won't interrupt serving.*****

- There will be no source of ignition within 10ft (3m) of transfer point, 25ft in congested areas
(This includes; spark ignition engines, open flames, smoking...etc)
- Drivers must be provided assistance in removing stairs and obstacles that do not allow the driver to perform their duties in a safe body position to react to unforeseen situations.
- Service valves on fix mounted tanks will be turned off during refueling and reopened after filling to prevent auto ignition systems from restarting pilots during filling.
- All cylinders must have an 80% spit valve, or no fill (we don't carry weigh scales)
- Cylinders will need to be assembled in a designated area by Unit Staff; this location should a minimum 25ft clearance to potential ignition sources and be down wind if possible.
- Any hose that needs to be extended across an active driveway/lot **will need to be monitored by a Unit employee during refueling.**
- The driver must have a clear line of site to his truck during transfer or spotter assigned.
- Any cylinders requested to be removed by Autogas Staff from equipment for filling not be reconnecting equipment.
Reconnection and leak testing must be preformed by Unit staff.
- When equipment is filled on a public roadway a Unit spotter/flag person must be supplied.

Refer to Actsafe.com for more information

Thank you for your co-operation in keeping everyone safe!

Derek Belton
Operations Manager,
Safety, Training, Security and Compliance
Office 604-433-4900
24/7 778-833-0735
dbelton@autogaspropane.com
Dispatch: 778-833-0743

MSP revised: 02232011