

University Health and Safety Standard

Gas Deliveries and Collection by Gas Supplier

All delivery and collection of cylinders must be managed and conducted by competent persons, with appropriate supervision, to ensure:

- Security of the store is maintained, including control of access keys, cards, or codes.
- Vehicle movements onto the site are controlled.
- All delivery vehicles are parked safely in the designated area, for example, with their engines turned off, auxiliary electrical equipment switched off and with the handbrake applied.
- There is clear access to and within the store.
- The movement of cylinders is conducted safely. Where movement of gas cylinders involves University Staff they must be trained as Gas Users (see Gas Cylinder Safety Training – Control Measure (HSA-10122-01) document).
- Each cylinder is positioned and secured in its designated area.
- The inventory account for the store is managed.
- Each cylinder product is identified and there is adequate information available to manage any hazards, for example, a Safety Data Sheet.
- All persons collecting gas cylinder, for transporting on the road are aware of their duties under the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations.
- The delivery location of the cylinders should be clearly agreed and communicated to the supplier in advance.
- University staff should only receive or handover the cylinders at the agreed location and not access or load and unload cylinders on/off the supplier's delivery vehicle.