Which safety manuals does your propane company need?

Heating season is here. It's the right time to get the books in order. Check what's on your shelf, then let us handle the writing.

These are eight common books and plans—not eight requirements for every company. Applicability depends on your operation and adopted code.

Review every manual once a year. Update it whenever codes, your plant, your equipment or your operation change. A yearly review is required by rule for a DOT hazmat security plan (49 CFR 172.802(c)); for the other books it is our recommended practice, and the "When to update" column shows the change-based updates.

THE BOOK • WHAT IT DOES FOR YOU	THE RULE • WHEN IT APPLIES	WHEN TO UPDATE	RISK IF MISSING
Policies & Procedures Safety Manual One working book for your delivery, service and safety steps. Helps the crew work the same way. ☐ Have it ☐ Need it	No federal book mandate by this title. Supports LP-gas storage and handling duties under OSHA 1910.110.	When work, equipment or safety duties change.	Unclear steps; avoidable mistakes.
DOT Hazmat Security Plan Sets out shipment security risks, who is responsible and how your people respond. ☐ Have it ☐ Need it	49 CFR 172.800(b)(3): Division 2.1 gas in a single package over 792 gallons; other listed triggers also apply.	Review at least annually; update as needed: 172.802(c).	A required-plan gap can bring DOT action.
SDS & Hazard Communication Puts chemical safety sheets and your written hazard program where the crew can use them. ☐ Have it ☐ Need it	OSHA 1910.1200(e), (g): written program and accessible SDS where hazardous chemicals are present; exemptions apply.	Keep program/SDS current; train on new chemical hazards: 1910.1200(h).	Workers miss hazards; OSHA exposure.
Emergency Action Plan Makes reporting, evacuation and head counts clear before an emergency happens. ☐ Have it ☐ Need it	OSHA 1910.38 when another OSHA standard requires it. Ten or fewer employees may use an oral plan.	Review with employees when plan or duties change: 1910.38(f).	Confused response; OSHA exposure if required.
Bobtail / Cargo-Tank Operations Puts truck checks, transfer and shutdown steps in one fleet-specific book. ☐ Have it ☐ Need it	Supports applicable MC 330/331 inspection and maintenance duties: 49 CFR 180.416. No separate federal book mandate by this title.	When truck/equipment or procedures change; keep required checks and records current.	Missed checks or unsafe transfers; DOT exposure.
Bulk Plant / Storage Procedures Spells out storage, transfer and shutdown steps for your yard. ☐ Have it ☐ Need it	OSHA 1910.110; NFPA 58, the LP-gas storage and handling code, as adopted. Site, equipment and local code determine what applies.	When site, equipment, work or applicable adopted code changes.	Unsafe storage or transfer; local/OSHA action.
Operations & Maintenance Makes plant operating, inspection and maintenance steps clear for the people doing the work. ☐ Have it ☐ Need it	NFPA 58 (2024 edition), the LP-gas storage and handling code, where adopted. Check site scope and local rules. No blanket federal book mandate.	Keep current with equipment, procedures and the applicable adopted edition.	Missed maintenance; inspection or insurer concerns.
Fire Safety Analysis Documents site fire hazards, safeguards and response arrangements for fire-authority review. ☐ Have it ☐ Need it	NFPA 58 (2024 edition), the LP-gas storage and handling code, where adopted. Site scope and local fire authority control.	Revisit for site/storage changes and local requirements; review timing varies.	Permit or fire-review delays; local enforcement.

How it works

1. Check what you have. 2. Call Bill and tell him what you're missing.
3. He gives you a price for each, or one bundle price.
4. We do the intake by phone and write it. You hardly lift a finger.

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Civil penalty maxima, checked November 6, 2026: DOT hazmat: $102,348 per violation; $238,809 if the violation results in death, serious illness/severe injury, or substantial property destruction. Each day of a continuing violation is separate (49 CFR 107.329). OSHA: $16,550 per serious violation; $165,514 per willful or repeated violation (OSHA.gov penalties). These are legal ceilings for applicable violations—not automatic fines for a missing book. Local penalties vary.

A manual does not replace training, inspections or records. Hazmat employee recurrent training is required at least every 3 years (49 CFR 172.704(c)); required records still matter.