

## Safe Work Procedure

### Oil Handling

<b>Facility:</b>	<b>Written By:</b>	<b>Approved By:</b>	<b>Date Created</b>	<b>Date of Last Revision:</b>

<b><i>Hazards Present:</i></b>	<b><i>PPE or Devices Required:</i></b>	<b><i>Additional Training Required:</i></b>
Slips Trips Fires	Gloves Breathing apparatus Steel toed boots	Fire Extinguisher Training WHMIS First Aid

<b>Safe Work Procedure:</b>
<ol style="list-style-type: none"> <li>1 Fill tanks in well vented area outside</li> <li>2 Store all decanted oil in cool, clean dry area</li> <li>3 Label all decanted containers as per WHMIS</li> <li>4 Extinguish all flames, sparks and cigarettes while using it</li> <li>5 Turn off engine before filling equipment or slip tanks</li> <li>6 Decant into plastic or metal drip proof containers - (never glass containers)</li> <li>7 Wash hands thoroughly after handling</li> <li>8 Wipe up small spills immediately with a clean rag and for large spills use absorbent material on floor</li> <li>9 Put oily rags and waste in a covered metal container</li> <li>10 Berm around bulk storage facilities</li> <li>11 Practice good housekeeping</li> </ol>

***If an emergency situation occurs while conducting this task, or there is an equipment malfunction, engage the emergency stop and follow the lock out procedure***

#### REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR

<b>Guidance Documents/Standards:</b>  MB Workplace Safety & Health Act & Regulations: 4 General Workplace Requirements 5 First Aid 6 Personal Protective Equipment 35 W.H.M.I.S - Requirement, Labelling, MSDS 36 Chemical & Biological Substances	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years  Reviewed By Worker Rep/WSH Committee:  Date:
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