

Safe Work Procedure

Oil Changing

Facility:	Written By:	Approved By:	Date Created	Date of Last Revision:

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Pinch points Injury by machine rolling Burns	Steel toed boots Eye protection Hand protection	

Safe Work Procedure:
<ol style="list-style-type: none"> 1 Park vehicle, turn off the engine, set the brake and place wheel chocks 2 Place oil pail under the oil pan 3 Remove plug and let drain. Take a clean sample of oil 4 Loosen oil filter and remove. Dump contents of the filter in to the pail 5 Clean and check threaded insert and filter base 6 Lubricate sealing ring with clean oil, spin the filter until sealing ring contacts base then turn it once more 7 Clean oil plug and replace it in the oil pan 8 Open the hood, remove oil fill cap, place funnel in hole and fill with proper amount of oil as per specifications then remove funnel and replace the cap 9 Check oil dipstick and ensure it is at the proper level, if not add more, if so start engine and let run for several minutes 10 Turn engine off, look under the hood to be sure there are no leaks

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

Guidance Documents/Standards: MB Workplace Safety & Health Act & Regulations: 6 Personal Protective Equipment 16 Machines, Tools and Robots 35 WHMIS	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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