

## Safe Work Procedure

### Repairs and Servicing

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

Hazards Present:	PPE or Devices Required:	Additional Training Required:
Equipment failure Collision Pinch points	Steel toed boots Eye protection Hand protection	

Safe Work Procedure:
<ol style="list-style-type: none"> <li>1 Walk around machine to check for tire damage, vandalism, any loose parts, or any other damage</li> <li>2 Check engine for:               <ol style="list-style-type: none"> <li>A. Any frayed or damaged belts</li> <li>B. Any damaged or leaking hoses</li> <li>C. Engine mounting bolts are in place, tight and not damaged</li> </ol> </li> <li>3 Check all fluid levels (some fluids may require engine to be on, check manufacturer recommendations)</li> <li>4 Get into vehicle using 3 point contact method. Check for fire extinguisher and turn on engine</li> <li>5 Check all gauges. Ensure that:               <ol style="list-style-type: none"> <li>A. Oil pressure is normal</li> <li>B. Temperature is normal</li> <li>C. Hydraulic pressure is normal (if gauge is applicable)</li> </ol> </li> <li>6 Put machine in reverse to ensure back up alarm is working</li> <li>7 Do another walk around to check all lights</li> <li>8 Check brakes</li> <li>9 Fill out inspection report</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: 6 Personal Protective Equipment 16 Machines, Tools and Robots 22 Powered Mobile Equipment 35 Workplace Hazardous Materials Information Systems	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:
--	--