

Oil- Changing

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

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

**Safe Work Procedure:**

- 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
- 9) specifications then remove funnel and replace the cap
- 10) 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
- 11) 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**

<b>Guidance Documents/Standards:</b>	This Safe Work Procedure will be reviewed any time the task, equipment or materials change and at a minimum of every three years
MB Workplace Safety & Health Act & Regulations:  6 Personal Protective Equipment 16 Machines, Tools and Robots 35 WHMIS	
	Reviewed By WSH Committee:  Date: