**Safe Job Procedures**

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| Name of Job:**Oil Changing** | Development Date:**March 30th, 2011** | Developed By:**CSNS** |

**Possible Hazards Present**

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| Pinch points | Burns | rolling | Injury by machine  |
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**Personal Protective Equipment (PPE) and Devices Recommended**

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|  Steel toed boots | Hand protection | Eye protection |  |
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**What is a proper safe job procedure to follow?**

* Park vehicle, turn off the engine, set the brake, utilize lock out procedure and place wheel chocks.
* Place oil pail under the oil pan
* Remove plug and let drain. Take a clean sample of oil
* Loosen oil filter and remove. Dump contents of the filter in to the pail
* Clean and check threaded insert and filter base
* Lubricate sealing ring with clean oil, spin the filter until sealing ring contacts base then turn it once more
* Clean oil plug and replace it in the oil pan
* Open the hood, remove oil fill cap, place funnel in hole and fill with proper amount of oil, as per manufacturer specifications, then remove the funnel and replace the cap
* Check oil dipstick and ensure it is at the proper level, if not add more, start engine and let run for several minutes
* Turn engine off, look under the hood and under vehicle or unit to be sure there are no leaks