



35 MacDonald Ave,
Dartmouth, NS, B3B 1C6
Tel: 902 468 6696
Toll Free NS: 1 800 971 3888
Fax: 902 468 8843
Web: www.constructionsafetyns.ca

Safe Job Procedures

Name of Job: Vehicle Daily Maintenance	Development Date: March 30th, 2011	Developed By: CSNS
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Possible Hazards Present

Equipment failure	Collision	Pinch points
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Personal Protective Equipment (PPE) and Devices Recommended

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

- Walk around machine to check for damage, vandalism or any loose or worn parts.
- Check engine for:
 - Any frayed or damaged belts
 - Any damaged or leaking hoses
 - Engine mounting bolts are in place, tight and not damaged
- Check all fluid levels (some fluids may require engine to be on, check manufacturers recommendations)
- Get into vehicle, using 3 point contact. Check for fire extinguisher and first aid kit.
- Turn on engine.
- Check all gauges. Ensure that:
 - Oil pressure is normal
 - Temperature is normal
 - Hydraulic pressure is normal (if applicable)
- Put machine in reverse to ensure back up alarm is working
- Do another walk around to check all lights, get assistance if required
- Check brakes are working when pulling away to drive
- Proceed to job

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.