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Safe Job Procedures

Name of Job: Oil Changing	Development Date: March 30th, 2011	Developed By: CSNS
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Possible Hazards Present

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

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

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.