

Oil Drain and Filter Removal

<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>
Trip, Slip, Fall	Steel toed boots	Vehicle Maintenance Manual
Fire	Safety glasses	
Explosion	100% cotton coveralls	
Eye irritation	Chemical gloves	
	Hearing protection	

**Safe Work Procedure:**

1. Inspect work area to ensure that it is free of hazards. Read appropriate MSDS prior to starting oil change
2. Clean up spills and remove any combustible or flammable materials.
3. If raising vehicle, follow procedure appropriate to the equipment being used.
4. If vehicle is being jacked up refer to vehicle service manual for placement of jack and safety stands. If a hoist is being used refer to manual for proper instruction for that type of vehicle.
5. Loosen but do not remove drain plug
6. Place waste oil recovery tank or container as close as possible to oil drain and then remove plug.
7. When you remove the filter there will also be oil draining or dripping from that location. If there is a large oil spill clean it up while oil is draining.
8. Replace drain plug and new oil filter following manufacturer's instructions/recommendations
9. Install new oil into vehicle per vehicle service manual
10. Check under vehicle to make sure oil is not leaking out
11. Clean area of spills and recycle old oil in appropriate storage area.

***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:	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 WSH Committee:  Date: