

A Safe Workplace

A Workplace Safety and Health Manual for Your Community

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Subject: VLE-8	Changing Oil	Approved By: Harvey Bostrom
		Effective: April 01, 2005
		Revised: April 1, 2011

PPE Required: Steel-toe boots, safety glasses, hard hat, gloves.

Preparation:

1. Read and understand the operating manual before beginning work.
2. Prepare work area.
3. Lock out vehicle as per *Lockout Procedure* (section III-C, G-11).
4. Set parking brake and block wheels.
5. Gather all necessary equipment and tools.
6. Ensure good lighting.

Steps:

1. Clean around oil pan plug.
2. Drain oil into an oil pan. **Avoid contact with hot oil.**
3. Remove the filter and dispose of in an approved manner.
4. Replace oil plug and filter. Lubricate sealing ring with clean oil, spin new filter on until sealing ring comes into contact with base, then tighten as per manufacturers instructions.
5. Open hood of vehicle, prop open with vehicle hood holder, remove oil cap and insert funnel.
6. Get proper amount and type of oil needed and pour into funnel. Check level with dip stick.
7. Start engine. Vent exhaust to outdoors.
8. Check for leaks with engine running.
9. Shut engine off. Check for leaks.
10. Remove oil pan, un-block wheels and release brake.
11. Clean up any spills using commercial oil absorbent, cloth, or granules.

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12. Put on oil change sticker showing mileage.
13. Check oil level after first use and add oil if necessary.
14. Store used oil and filters in closed plastic containers away from heat or sparks. Label containers used oil and used filters. Keep containers in good condition.
15. Transport used oil and filters to the nearest used oil depot when a sufficient amount has been recovered.