



## Safe Work Procedure – Draining Oil

Authorised by HR Manager

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**DO NOT use engage in this process unless you are authorised to use the relevant equipment, have been trained and instructed in its safe use and safe operation**



Protective clothing must be worn when required e.g. when using power tools



Protective footwear must be worn whilst undertaking work



Clean running water should be used constantly throughout the day



Long hair should be tied back or a hairnet worn



Gloves should be used whilst undertaking this task



Long necklaces, bracelets and rings should be removed

### POTENTIAL HAZARDS:

- Awkward posture, forceful exertion, vibration/noise, sprains/strains, fire/explosion, vehicle fall or slide of hoist causing death, hot oil causing burns, exposure to waste oil/petrol products may have toxic effects, slipping on an oil spill causing injury to head and or body.

### PRE-OPERATIONAL SAFETY CHECKS

- Inspect the work area to ensure that it is free of hazards and flammable materials
- Read all the appropriate safety data sheets prior to starting oil change
- If vehicle is being raised, follow the safe work procedure appropriate to the equipment being used
  - If vehicle is to be jacked up refer to the vehicle service manual for placement of jack and safety stands
  - If a hoist is being used, follow hoist SOP's and refer to manual for proper instruction
- Ensure all tools and equipment for the job (e.g. spanner, torch, rags etc.) are at hand and in working order
- Ensure the oil boy or drip tray is close on hand and the surface is solid and level
- Ensure you are aware of where the proper fire extinguishers are located
- Ensure others are you and those who will be in proximity to the vehicle know the work you are about to undertake

### OPERATIONAL SAFETY

- Ensure the vehicle is raised and secured in accordance with all safe work procedures. **If unsure, do not proceed!**
- Loosen but do not remove the drain plug using the proper tools
- Place oil boy or drip tray as close as possible to where the oil will fall. Then remove the drain plug and drain oil
- Once drained, remove the filter. There will also be oil draining or dripping from that location so ensure the oil boy or drip tray is repositioned if required. This may require the oil plug to be reinserted on some vehicles.
- Place the filter into the oil boy or tray reservoir to allow the oil in the filter, drain out
- If any hot engine oil gets onto your skin or clothing - remove affected clothing and wash skin immediately
- Any oil spills and splash backs should be cleaned it up while the oil is draining – do not leave the oil to clean up later
- Replace the drain plug and oil filter following the manufacturer's instructions/recommendations vehicle service manual.
- Upon completion, check under vehicle to make sure oil is not leaking out.

### POST-OPERATION:

- Clean the area of spills, clutter and recycle the old oil and oil filters in the appropriate storage area
- Ensure any hot engine oil on your skin or clothing is removed and/or wash skin immediately

### IMPORTANT

**WARNING:** A raised vehicle with someone working underneath it poses extreme danger. You must ensure you are trained and experienced in using vehicle hoists and vehicle jacks and follow all relevant safe work procedures and manuals in using them. Under absolutely no circumstances should one proceed if there is any uncertainty.

