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| JOB/TASK NAME: Oil Change  Job Safety Analysis Form | | | | PAGE 1 OF 1 | | DATE: 11/4/14 | NEW REVISED |
| EMPLOYEE(S)/POSITION(S) PERFORMING THE JOB: Mechanic | | | | SUPERVISOR(S): | | ANALYSIS BY: Barry Pearson | |
| PLANT/LOCATION: Campus | | DEPARTMENT(S): Grounds | | SHIFT (if applicable): | | APPROVED BY: Chris Gale | |
| PERSONAL PROTECTIVE EQUIPMENT: Safety Glasses | | | | | | | |
| TRAINING REQUIREMENTS: | | | | | | | |
| JOB STEPS | | | POTENTIAL HAZARDS | | ACTION/PROCEDURE TO CONTROL OR ELIMINATE | | |
| 1 | Pull vehicle into shop | | Hitting someone in shop | | Honk horn before entering building | | |
| 2 | Open hood or bed (kubota) | | Could slam closed | | Put a solid prop in place | | |
| 3 | Put vehicle on lift | | Vehicle could fall off lift | | Double check lift points | | |
| 4 | Drain oil | | Hot oil could cause burns | | Get hand out of way of oil when it starts to drain | | |
| 5 | Check all other fluids | | Dirt or debris can get in eyes | | Wear safety glasses | | |
| 6 | Lower vehicle | | Could smash anything underneath | | Check for people or tools before lowering | | |
| 7 | Add oil to engine | | None | |  | | |
| 8 | Pull vehicle out of shop | | Hitting someone walking by | | Honk horn before exiting shop | | |