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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 |