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|  | **Job Hazard Analysis (JHA)** | **Safe Job Procedure** |
| **Identified Task:** | **Priority Ranking:****Severity:** 1. Imminent Danger 2. Serious 3. Minor 4. Not Applicable**Probability:** A. Probable B. Reasonably Probable C. Remote D. Extremely Remote  | **Severity (S) + Probability (P) = Priority Ranking (PR)**For example,Working at a height of 4 meters without fall protection.S (**1**) +P (**A**) =PR (**1A**) |
| Oil change on track hoe |
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| **Tools/Equipment Required:** | **Material Required:** | Date: January 9th 2015Page:\_\_1\_\_\_ of \_\_\_2\_\_  |
| **Track Hoe, hand tools, air tools, grease gun** | **20 liters of oil, new filter, grease** |
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| **Steps** | **Sequence of Steps** | **Potential Incidents or Hazards** | **Priority** | **Controls in Place****Identify Controls or Combination of Controls That Are in Place** | **Instructions:** The Job Hazard Analysis must be completed prior to the development of the Safe Job Procedure. |
|  |  |  |  | **Engineer** | **Administration** | **PPE** |  |
| 1 | Let track hoe warm up to operating temp. park track hoe on flat level ground out of the way from other equipment | Slips and trips getting in and out of excavatorOther equipment and workers working in the area | 3b |  | **SWP/SJP** |  | Used 3 point contact when entering and exiting cab.Wear a traffic vest when working outside of the cabPark excavator in area where there is not any other workers or equipment working |
| 2 | Shut machine off and lock it out | Machine could roll if not locked out properly | 3c |  | **SWP** |  | Park machine on level ground and lock it out before beginning service. Wait for 15 minutes for machine to cool down before going under it. |
| 3 | Get pail to drain oil into and put old oil filter in. | Slips and trips | 2c |  | **SWP/SJP** |  | Make sure to watch your footing at all times. Make sure pail will fit under track hoe and that it is of sufficient size to hold all the oil |
| 4 | Take pail under excavator and remove the drain plug from oil pan. Then remove old oil filter and drop in pail | Falling debris off the bottom of machine. Hot oil spilling on you when undoing oil pan plug | 2c |  | **SWP** |  | Wear safety glasses to protect eyes from debris falling into eyes. Also wear rubber gloves to protect against hot oilKeep steady upwards pressure on oil plug to stop it from leaking while you undo it. When it is completely undone pull it away quickly and let oil run into the pan. Use the same process when undoing the oil filter. |
| 5 | Let all oil drain out of the oil pan for about 15 minutes. Then replace oil plug and put on new oil filter | Awkward positioningHot oil spilling from bucket.Hitting head on underside of excavator | 3c |  | **SWP** |  | Replace the oil bucket with a much smaller bucket to catch the last few drips. Use proper lifting techniques when removing bucket from under excavator. Stretch body before going under excavator to prevent injuries. Wear hard hat if there is a change of hitting head under excavator. |
| 6 | Climb onto excavator and fill engine with amount recommended in the owner’s manual | Slips and trips when climbing on excavator.Awkward lifting pail of oil to pour into excavator. Spills of oil while pouring it into excavator | 2c |  | **SWP** |  | Use 3 point contact when climbing on excavator. Only climb on approved areas to avoid falls or doing damage to body panels. Get someone to hand you up the oil when you are in place. Failing that split the pail into 2 so you don’t have to lift as much at one time. |
| 7 | Start engine and go under Neath to check for leaks on oil filter and oil pan bolt | Oil leaking on youDust being blown by engine fan into faceMachine could roll | 2c |  | **SWP** |  | Don’t go completely under machine at first. If there is a large leak you will see oil hitting the ground at a glance. Once you are sure there are no leaks go under and take a closer look. Wear safety glasses to make sure no dirt gets into your eyes. |
| 8. | Shut down machine and check the oil | Slips and trips while climbing on machine to check the oil | 3c |  | **SWP** |  | Use 3 point contact while climbing on machine. If oil level is good put machine back into service and remove all lock out tags. |
|  |  |  |  |  | **SWP** |  |  |
| **Developed by: Blake Cowan** | **Reviewed by: Dylan Gardner** |
| **Revised by:**  | **Approved by: Dylan Gardner** |
| **Comments:** |
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