

Safe Work Practice (SWP)

Name of Task Fluid Drain Unit	
Department/Unit: Trades Programs	
Personal Protective Equipment or other required equipment and safety considerations: Eye protection, and CSA approved footwear. Long hair must be tied back or contained. No loose fitting clothing, or jewelry (watches, rings or necklaces).	
Hazards: Chemical reactions, fumes, flammable materials, and hot materials.	
Required Training:	Successful completion of safety unit and test. Instructor supervision.
Steps to be taken to complete task safely:	
1	Pre-Operational Safety Checks: <ul style="list-style-type: none"> Inspect required personal protective equipment and replace if required. Ensure no slip/tripping hazards are present in workspace and walkways. Make sure guards, if present, are installed and are working properly. Faulty equipment must not be used. Immediately report suspect machinery. Use equipment only in a well ventilated area. Eliminate all ignition sources, such as cigarettes and portable electric lamps. Keep work area free from debris, including rags and spilled or open containers of solvent and gasoline. Ground equipment. Use only grounded hoses. Keep a fire extinguisher in the work area.
2	Prohibited Activities: <ul style="list-style-type: none"> Do not smoke. Do not leave this equipment running unattended. Do not plug or unplug power cords or turn lights on or off when flammable fumes are present. Do not exceed the maximum working pressure or temperature rating of the lowest rated system component. Do not use hoses to pull equipment. Do not drain caustic or flammable products. Do not expose the tank to any source of heat. Do not do any welding of the tank. Never fill the tank beyond the maximum level indicated on the oil level gauge located on the side of the tank.
3	Wear appropriate personal protective equipment.
4	Make sure all guards are in place, properly adjusted, and secured
5	Raise or lower the drain bowl to desired height.
6	Ensure that the ball valve on the drain tube is open when collecting fluid.
7	When the tank is full or nearly full, as indicated on the oil level gauge, empty tank according to the owner's manual.
8	Close ball valve when fluid is collected.
9	Power Off.

10	Post-Operational Safety Checks: <ul style="list-style-type: none"> Clean up dust and debris.
<i>If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure. Report any hazardous situation to your instructor/supervisor immediately.</i>	
Responsibilities, Completion and Review	
<i>Management and workers to ensure all duties performed in accordance to training, established health and safety regulations/guidelines, policies and procedures (e.g. utilizing personal, protective equipment as per SAFE Work Procedures). Notify Manager or designates (i.e. supervisors) of all occurrences, injuries illnesses or safety and health concerns which are likely to harm themselves, co-workers, or any others who enter the premises.</i>	
Completed by and Date:	Approved by:
Last Reviewed/Revised by and Date:	Note: This task will be monitored periodically to ensure compliance and effectiveness.