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| Hazards | oil contamination, electrical |
| Tools/Equipment | waste oil container, spill cleanup containment material, two stilton wrenches, locks, chains and tags |
| Employee Group(s) | Facilities Management – Central Heating Plant |

Required PPE:



Safety Shoes



Eye
Protection



Gloves

SAFE WORK PRACTICES

- Do not perform the procedure or operate the equipment until you have been appropriately trained and authorized to do so by your supervisor.
- Inspect required personal protective equipment (PPE) and replace if required.

PROCEDURE

1. Turn off pump. Lock and tag.
2. Isolate by closing gate valve on recirculation – lock out and tag.
3. Isolate by closing ball valve in suction line – lock out and tag.
4. Isolate by closing ball valve in discharge line – lock out and tag.
5. Bleed out oil by removing drain plug.
6. Put drain plug back in place after oil is drained.
7. Unscrew coupling.
8. Unscrew nipple to relief valve.
9. Unscrew relief valve from nipple in the T fitting.
10. Replace relief valve.
11. Reattach nipples and attach coupling.
12. Unlock and open gate valve on recirculation (**Lock Open**).
13. Unlock and open ball valves on suction and discharge.
14. Unlock pump – ready for service.

NOTE: All PPE, tools and equipment shall be used in accordance with provincial OH&S legislation, manufacturer's specifications, applicable standards and codes of practice.