

STANDARD OPERATING PROCEDURE

Transfer of Lubricant and Coolant onto or off Service Trucks

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TRANSFER OF LUBRICANT AND COOLANT ONTO OR OFF SERVICE TRUCKS

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The following is a step-by-step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor do it replace the need to comply with the required legislation. Section 8.0 references documentation that the worker shall understand before work commences.

1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to transferring of lubricants and coolant onto or off service trucks.

2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site-specific requirements are met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

- Contaminating the ground from oil / coolant spills and drips.
 - Place drip trays at all connection points.
 - Make sure quick-connects are seated and that open-ended hoses will not slip out of the tank.
 - Do not leave the system unattended; shut off the pump if you must leave.
- Rupturing a tank by over pressurization.
 - Check the vent caps are in place and not blocked.
- Slipping on oily floor or ground or tripping over hoses
 - Ensure soles / heels of footwear are in good condition and of an oil resistant, slip resistant material.
 - Use drip trays and / or absorbent pads; immediately wipe up oil on walking surfaces.
 - Do not leave loops in the hoses, keep eyes on the path of travel while walking around and stepping over hoses.
- Vapors causing health concerns or an explosive atmosphere.
 - Leave the door open while filling tanks; turn off ignition sources such as the space heater.
 - If vapors are strong, use a fan to exchange the air and wait until vapors dissipate before continuing.

4.0 CHECKLIST

- ☐ Attend all preparatory meetings (IE: daily PSI; job scope; review of JSAs and SOPs for the job).
- ☐ Complete FLRA cards before starting the work.

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- ☐ Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOPs; JSAs; and FLRAs.
- ☐ Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- ☐ **Standard of Training required for working on this job: On-the job training.**

5.0 DEFINITIONS

5.1 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants / contractors, temporary employees, and third-party processors.

5.3 HSE

Refers to the Health, Safety & Environment department.

6.0 PROCEDURE

6.1 General procedure

- 1) Complete a hazard assessment (i.e. FLRA) for the task. Follow up with supervision if unsure of task or if there are hazards outside of the worker's control.
- 2) Inspect tools and equipment prior to use. Remove from service and tagout any defective or damaged tools and equipment. Notify supervision.
- 3) Confirm the match of the fluid to the tank content.
- 4) Verify the tank is vented adequately. It is critical that you check to ensure the tank's vent is open.
- 5) Place drip trays at connection points.
- 6) Verify that a fire extinguisher is readily available.
- 7) Verify that spill response materials are readily available.
- 8) Walk the hose out by facing forward. Pulling backwards increases the risks of back and shoulder strains, and tripping or stumbling.
- 9) Clean all the fittings and hose ends to minimize contamination of the systems.

There are two delivery systems: quick-connect nozzles to self-sealing fittings and open-hose filling through a tank top spout. They are the separate procedures below, 6.1.1 and 6.1.2 respectively.

6.1.1 Quick Connect Delivery System

- 1) Lock the nozzle to the fitting and activate. Check for leaks.
- 2) Check the site glass to ensure the tank is not overfilled.

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- 3) Verify that the tank is venting properly and not building pressure.
- 4) When removing the nozzle, pull it away from the fitting slowly so that if the fitting has not sealed, the nozzle may be pressed back on to stop the backflow.

6.1.2 Hose to a Tank Spout Delivery System

- 1) Remove the quick-connect nozzle if necessary and / or attach a dripless nozzle.
- 2) Place the hose into the tank and secure it so it will not come out.
- 3) Turn on the pump.
- 4) Return to the tank and check that the fluid is flowing.
- 5) Regularly check the site glass or look directly through the spout.
- 6) Stop the pump when the tank is about 90% full.

6.2 Emptying the Waste Tank

- 1) Before pumping to a waste oil tank, make sure the tank has enough space for the amount you will be pumping in. Check the waste oil bulk tank to verify there is enough volume remaining to take what is on your truck.
- 2) Verify that the vent is open.
- 3) Use the same piping / hose to remove the contents that was used to fill it.
- 4) Make sure to know the system on the truck; some have two reversing valves, and some have one. Follow up with supervision if unsure.
- 5) Reverse the pump and pump out the fluid into the waste oil holding tank.

6.3 Close up the System

- 1) Hold up the nozzle / hose end so fluid will not be dripping and wipe it with a rag.
- 2) Reel the hose in and place the end in its drip tray.
- 3) Confirm the pump is shut down.
- 4) Wipe the fill cap or fitting and replace it (if there is one).
- 5) Clean up and store drip tray(s); dispose of soaker pads in the proper container.

7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP**, and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

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8.0 REFERENCES

- Alberta Occupational Health and Safety Act, Regulation and Code – {Part 29, Section 402 Transfer of hazardous products}
- 960C-SOP-019-Slip Trip and Fall Hazard Prevention
- 960C-SOP-203-Fluid Transfer to Systems on Equipment Reservoirs-Storage Tanks
- 960C-SOP-205-Fuel Transfer to a Service Truck from a Bulk Storage Tank
- 960C-SOP-210-Transfer of Lubrication and Coolant-Service Trucks

9.0 APPENDICES

No appendices