



Hazards	oil or liquid spill, electrical
Tools/Equipment	spill cleanup containment material, two pipe wrenches, waste oil container, 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 power supply. Lock and tag.
2. Close suction side valve – lock out and tag.
3. Close discharge side valve – lock out and tag.
4. Close recirculating valve – lock out and tag.
5. Remove drain plug to drain oil.
6. Reinstall drain plug once oil is completely drained.
7. Disconnect union on suction side.
8. Disconnect union on discharge side.
9. Disconnect coupling to motor.
10. Unbolt pump from foundation.
11. Repair or replace pump.
12. Fasten pump back to foundation, ensuring all bolts are tight.
13. Reconnect coupling to motor.
14. Reconnect union on suction side.
15. Reconnect union on discharge side.
16. Remove lock and tag on suction valve, discharge valve and recirculating valve.
17. Open suction valve, discharge valve and recirculating valve.
18. Remove lock and tag on power supply.
19. Turn power on – pump back in service.
20. Check for leaks.

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.