

# A Safe Workplace

## A Workplace Safety and Health Manual for your Community

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| <b>Section:<br/>III-C</b> | <b>Rules, Procedures, Practices and<br/>Guidelines</b> | <b>Page: 13</b>  |
| <b>Subject:</b>           | <b>Safe Work Procedure</b>                             | <b>Effective Date: April 01-05</b><br><b>Revision Date : December 30, 2005</b> |
| <b>Ref:<br/>G-7</b>       | <b>Pumping Liquids</b>                                 |  |

**PPE Required:** Steel-toe boots, safety glasses, hard hat, gloves, coveralls, fire extinguisher, first aid kit

**Steps:**

1. Set up barricades using *Barricade Procedure* (section III-C, page 12).
2. Load pump and equipment into truck using the *Manual Lifting Safe Work Practise* (section III-F, page 1).
3. Drive to location and unload using the *Manual Lifting Safe Work Practise* (section III-F, page 1).
4. String out hoses to remove any bends or knots.
5. Set pump on a firm, level surface. Attach intake and discharge hoses to pump.
6. Ensure suction hose end has a screen and is in deep water.
7. Read and understand instruction manual before operating pump.
8. Fuel the pump and check oil level
9. Prime the pump and start the engine.
10. Do not leave the pump unattended. Keep checking the suction line for plugging or running out of water.
11. When pumping is completed, remove and roll up hoses ensuring all water is removed.
12. Load pump and equipment into truck using the *Manual Lifting Safe Work Practise* (section III-F, page 1).
13. Remove barricades if used.