Please note the following document is a sample. Review carefully and modify this document to meet the needs and requirements of your organization.

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| **Hazards identified** | **PPE required** |
| * Traffic * Heaving lifting * Crushing * Cuts/Bruises * Debris in eyes | * Gloves * Safety Glasses * Hi-Visibility |
| **Material required** | **Equipment required** |
| * Flashlight with working batteries * Wheel wedges/chocks * Fully inflated spare tire | * Jack * Lug wrench |
| **PROCEDURE** | |
| 1. Find a safe location. Pull off the road. If you're not in a safe place, don't worry about ruining the tire. Get to an area where you know you won't be hit by passing cars and trucks.  * The car should be parked on a flat piece of pavement or solid ground. Do not attempt to change a flat if the car is on a slope or if it is sitting on sand/dirt. (Could possibly roll and slip off the jack).  1. Turn on your hazard lights. 2. Ensure the vehicle is in PARK (or in gear if it is a standard) and the emergency brake is on. 3. Put PPE on. 4. Refer to your vehicle owner's manual for exact tire changing directions, to make sure you understand how to remove the spare from its storage area and how to operate the jack to change a tire.  * A tire can be very heavy - especially the large components used on trucks and SUVs. Test the weight before trying to lift the tire. * Ensure the tires are securely blocked with wedges/chocks prior to jacking up the vehicle. Blocking the tire makes the car less likely to move when you are raising it. It's a good idea to block the tire opposite of the flat tire. Therefore, if the left front tire is flat, place a wheel wedge/chock behind the right rear tire. * Prior to jacking up the vehicle, ensure the jack is positioned in a stable upright position according to the owner’s manual. * Avoid all contact with the vehicle while it is jacked up and minimize the amount of time that the vehicle is jacked up.  1. Re-torque the lug nuts after 100 km. | |
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