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| ***JOB SAFETY ANALYSIS*** | **Job Task: Changing a police vehicle tire.**  **Page 1 of 1** | **Date: 6/30/11** | **New: X**  **Revised** |
| **Title of Person Who Does Job:**  **Patrol Officer** | **Supervisor:**  **Police Chief** |  |
| **Organization:**  **Borough Of Punxsutawney** | **Location:** | **Department:**  **Police Dept.** | **Reviewed By:** |
| **SEQUENCE OF BASIC JOB STEPS** | **POTENTIAL HAZARDS** | **RECOMMENDED ACTION OR PROCEDURE** | |
| 1. Pull vehicle out of traffic lane and onto flat pavement. | Vehicle rolling, officer/vehicle struck by passing motorist. | Place flares/warning devices behind vehicle. | |
| 2. Place vehicle in “park” or gear (if manual transmission) and set emergency brake. | Vehicle moving while changing tire. |  | |
| 3. Remove spare tire, jack and tire iron from trunk. | Needing tool while in process of changing tire. | Assemble all tools necessary prior to performing task. | |
| 4. Use tire iron and loosen each wheel lug, turning counter-clockwise. |  |  | |
| 5. Move jack under car at jack point. | Vehicle can slip off jack if not positioned properly. | Look in owner’s manual for location of jack point. | |
| 6. Raise jack until flat tire is complete off ground. |  |  | |
| 7. Remove wheel lugs completely, set aside. | Wheel lugs can roll and get lost. | Place wheel lugs in secure location. | |
| 8. Remove flat tire and set aside. |  |  | |
| 9. Position the spare tire over the wheel studs, screw each lug on by hand. | Cross threading wheel lugs or dropping spare tire on your foot. | Take care not to cross-thread and balance bottom of tire on foot while you move it into position. | |
| 10. Carefully lower the jack and pull jack away from the vehicle. | Lowering the tire onto your foot. | Watch where you have your feet. | |
| 11. Tighten down the lugs as tightly as possible using tire iron. | Tire would rotate if it was still hanging in the air and lugs would not tighten enough. |  | |
| 12. Place the flat tire in the trunk where the spare was and put the jack and tire iron back in the vehicle. | Not being able to locate the necessary tools the next time you need to change a tire. |  | |
| 13. Drive the car to the station. | Next time there is a flat tire the spare would not be useable. | Report the flat tire to Public Works for repair as soon as possible. | |