

Safe Work Procedure: Air Filter Replacement

Department/Area:	Approved by:	Date Created:	Review/Revision Date:
Maintenance	Workplace Safety and Health Committee	December 1, 2023	Annually

Potential Hazard	Risk level
Inhalation of dust or other contaminants trapped in dirty filter	High
Moving parts – pinch/crush injury	Medium
Energized equipment	Medium

Risk control devices, personal protective equipment, and other safety considerations	Training/Reference info
<ul style="list-style-type: none"> • Latex, nitrile or rubber gloves • Approved safety shoes • N95 mask or half face respirator with P100 filters 	<ul style="list-style-type: none"> • On-the-Job training • Lockout SWP procedures

Note: Common signs and symptoms of a musculoskeletal injury (MSI) can include pain, burning, swelling, stiffness, numbness/tingling, and/or loss of movement or strength in a body part. Report these to your supervisor.

The direct supervisor must ensure that employees who report to him/her are trained and follow this safe work procedure.

Steps to complete this task safely:

1. Ensure that you have the correct replacement filter(s) and containment for the dirty filter(s).
2. Put on all PPE before starting work.
3. Contact the Operation Technician and let them know your location and that you will be shutting down the air handler unit for servicing.
4. Power off the equipment. Confirm zero energy.
5. Wait until the fans stop spinning; if they continue to move from air movement, they may need to be secured.
6. Remove filter(s). After removing each one, place it in a plastic bag and close securely. If disposing of multiple smaller filters in a garbage bag, loosely tie it to prevent release of dust until you are ready to tie it closed.
7. Replace all old filters with new ones.
8. Perform any other required maintenance on the equipment, following applicable safe job procedures.

9. Close the filter access doors and restart the equipment.
10. Dispose of bags containing dirty filters in the nearest garbage pickup area. Remove gloves and dispose of them in the garbage.
11. Wash your hands as soon as possible.
12. After the work is complete, notify the Operation Technician that the equipment is operating again.