**A1 Group H&S Method Statement**

This Health and Safety Method Statement has been prepared by A1 Group and concerns **Fitting a new tyre on a truck** on the <Insert Date>.

Please find below details of the work to be carried out and any perceived hazards associated to the work involved and should be read in conjunction with quotation provided.

**Nature of Work**

Fitting a new tyre on a truck at <address>

**Scope of work for A1 Employee**

1. Arrive on customer site and sign in a receive H&S brief
2. The task involved is to stop A1 Group vehicle in <address> by area where changing tyre work is to take place.
3. Check the Truck tyres must always be in good condition and have sufficiently deep tread.
4. **Jack up vehicle with lifting platform or truck jack**. First you have to jack up the truck – this is done either with a jack suitable for trucks or even better with a lifting platform. It is particularly important that the truck is lifted properly and securely so that you can work on it safely.
5. **Remove the truck tyre** - loosen the nuts of the wheel bolts using a noise-reduced pneumatic screwdriver. In order to comply with occupational health and safety requirements and to protect your ears, you should also wear PPE - hearing protection. Once the wheel is loose, grab it from the outside with both hands and carefully pull it off. Ensure you follow good ergonomic procedures, otherwise the weight of the tyre can quickly lead to back pain.
6. **Cleaning and deflating truck tyres** - the rims may be covered with brake dust. This should only be removed during wet cleaning (ideally in a wheel washer). If you whirl it up during a dry cleaning, you may breathe it in – and this has dangerous health consequences. Now let the air out of the cleaned tyre. To do this, unscrew the valve core using a valve extractor.
7. **Removing tyres on the truck tyre changer** - the tyre changer allows you to easily remove and fit new tyres onto the rims. It is important that you place your bead breaker as close as possible to the rim flange without touching it directly. If the tyre is very tight, you can continue turning the wheel several times and loosen the beads by repeatedly using the bead breaker.

Now clamp the wheel on the tyre changer. For alloy wheels, use clamping jaws or guard rings to prevent damage to the centring. Make sure that air pressure sensors are present and replace the old valve with a new one. Then adjust the tyre fitting arm to the correct tyre size (here it may help to follow the manufacturer’s instructions). Undo the beads one by one until you can remove the tyre.

1. **Check the truck wheel rims carefully** - slowly turn the wheel on the machine and check the rim carefully. Are there any dents, cracks or rusty spots? If necessary, consult experts and carry out minor repairs. It is important that the rim is in good condition for the upcoming journeys.
2. **Fitting a new truck tyre** - if the rim is all right, the next thing you do is to take a look at the registration document. You can use the information in it to check whether the rim and tyre sizes match. If you use a powder for balancing, add it according to the manufacturer’s instructions. The next step is to apply the lubricant recommended for the rims and tyres. First you have to brush the rim from rim flange to rim flange with the lubricant – Attention in case of sensors – take care so as not to get lubricant on them!
3. Additionally apply lubricant to the tyre from both sides up to the centring line inside and outside. Then place the tyre on the rim and use the mounting hook to pull the first bead over the first rim flange without using force.
4. **Apply lubricant** to the mounting hook and make sure that the mounting hook does not touch the rim! At the same time, it must not be positioned too far away from it, so that the tyre is not stretched too much. It may be necessary to readjust several times when fitting to avoid damaging the rim or tyres.
5. Once you have pulled the first bead over the rim flange and pushed it into the well base, reposition the mounting hook to bring the second bead over the rim flange as well. Be particularly careful in the last third, as the tyre is under very high tension here. So proceed in small steps and add more lubricant if necessary. Take care that the bead does not curl up or buckle. Once the tyre is finally seated, carefully remove the mounting hook, if necessary with the aid of the mounting lever.
6. **Increasing the tyre pressure**! – take care as damaged tyres or improper inflation with compressed air can lead to accidents in which the tyre bursts or is catapulted away. Special care must therefore be taken. Tyre fitting systems that are also inflating systems are ideal. These systems are safe and save time and money. In some European countries they are mandatory. This is not the case in Germany, but it is strongly recommended to use a tyre inflation cage. If not, you should maintain a distance of at least two and a half metres
7. **Tyres should only be inflated in stages**. So that the tyre can ‘settle’, i.e. press airtight on the rims, you should increase the pressure according to the manufacturer’s instructions. For a car, only 3.5 bar is recommended, but for a truck a tyre pressure of up to 10 bar may be necessary. Ensure that the tyre sits evenly on the rims.
8. **Fitting tyre to the truck** - check the finished tyre for cracks or other minor damage and make sure that it is regular in shape. Allow the lubricant to dry and clean the hub, bolts and nuts of the wheel during this time. Then you can take the finished wheel to the truck and first attach it loosely. First loosely fasten it with two opposing bolts before attaching all the others.

Centre the wheel using two-wheel bolts. Then tighten all the others only halfway before you lower the truck. Then use a torque wrench and proceed in such a way that after tightening one bolt you first fasten the opposite one, then the one next to it together with the one opposite it and so on. Important! Do not use a wheel gun for this last tightening operation! Otherwise, there is a risk that you will exceed the permissible tightening torque.
9. Adjust the inflation pressure - after fitting, you must adjust the tyre pressure to the prescribed level. This can be found in the application table of the tyre manufacturer. Even if you have only replaced one truck tyre, you should check and correct the pressure in all tyres.
10. A1 staff sign out of site and exit site in a safe and controlled manner

**Summary: Take care when changing truck tyres**

If you want to change one or more truck tyres, you should proceed strictly according to the regulations. If you do not do this, you may experience problems either during the process or later while driving. The most dangerous part of tyre changing is the inflating with compressed air, which can lead to serious accidents. Accordingly, you should only carry out this work using a tyre inflation cage. Once the finished wheel has been securely fitted to the truck, adjust all the tyres to the prescribed pressure.

**Potential Hazards to A1 Group employees**

The potential hazards and risks to which the teams may be exposed are:

1. Working in a busy access area.

Control Measure: A1 employees to wear Hi visibility jackets at all times whilst undertaking all work on site. Safety barriers to erected around working area to avoid school employees / students and general public falling into hole.

1. Using compressed air – can lead to serious accidents if not used correctly and in accordance with specialist training

Control Measure: Use correct method for using compressed air

1. Damage to limbs – Employees lifting tyres and equipment

Control Measure: All A1 Group employees have correct manual handling training annually.

1. Trip Hazards – hoses from compressed air and tools used to remove tyre

Control Measure: Cordoned off areas and restrict access as agreed. All tools and materials will be stored on van until required to avoid cluttered area. There will be no debris left in public access areas once work complete.

1. Noise

Control Measure: When using the compressed air – A1 employees will wear appropriate ear defenders. Risk to employees / students and public is negligible as they will not be in the area for significant time.

Other:

* There will be no hazardous materials used
* No chemicals
* No silicone
* No burners
* No hazardous materials
* No oils
* No gas or naked flames
* No water
* No mains voltage tooling

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| **Confirmation** |

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| Print Name:  |

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| --- | --- | --- |
| Signature:  |  | Date:  |