

MATERIAL HANDLING

Safe Working Practices:

SWP- 21 RRE Drive Wheel Removal and Refitting

Before doing any type of work you must carry out an assessment of the task to be undertaken. This will include the equipment to be worked on, the task itself, Personal Protective Equipment requirements, the work area and environment, plus the tools and equipment required to carry out the job safely. Consult your team leader if you are not satisfied the job can be carried out in a safe manner.

Before any jacking starts make sure the jack and blocks available are suitable for the truck to be lifted and check them for good condition. Always refer to the truck's service/repair manual for guidance on lifting/jacking.

In addition to service/repair manual guidelines, the following must always be applied:

GENERAL

- 1.0 Select a safe working area (refer to SWP-01 Work Area). Any jacking operation must be carried out on a level, even, non-slip and firm surface. Avoid newly laid tarmacadam surfaces or any such surface in hot weather. Select the jacking points carefully.
- 1.1 Ensure appropriate PPE is worn at all times (refer to SWP-32 PPE).
- 1.2 Always apply the parking brake and disconnect the battery
- 1.3 When jacking the drive wheel, chock the load wheels to prevent movement.
- 1.4 Make sure that your hands and jacking lever bar are clean and free from grease or any other slippery agent.
- 1.5 Use the correct jacking lever bar supplied, too short and it may require too great an effort, with slipping or strains as the possible consequence. Too long and there is a possibility of overloading, causing failure or even collapsing of the jack.
- 1.6 Always make sure that the surface upon which the jack purchases is clean and not slippery e.g. free from grease. Take additional care in cold store environments.
- 1.7 Block the machine. As the jacking process continues, keep the block(s) as close as possible to the object being raised to lessen the fall if any slip should occur. Do not work on any jacked-up equipment until it is securely blocked.
- 1.8 Never block the jack to achieve greater lift height.
- 1.9 Do not block under wheels unless a purpose made block is used i.e. the block has provision to prevent the wheel from rolling off.
- 1.10 Never work under or put any part of the body under a jacked up machine without suitable blocking in place.

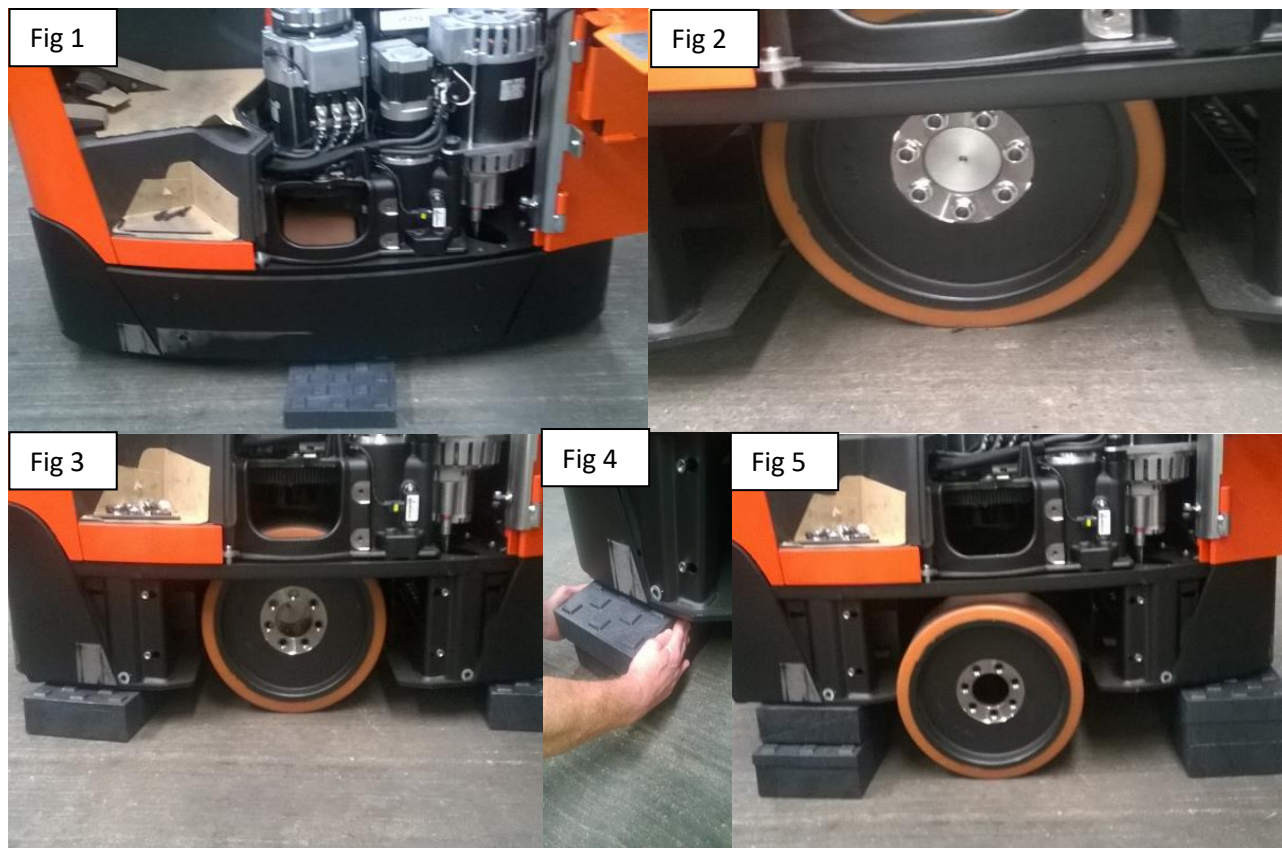
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WORK PROCESS

Removing the wheel

- 2.0 In preparation for removal of the drive wheel turn the wheel so the wheel nuts are facing the rear skirt. Disconnect the battery
- 2.1 Place one block beneath the skirt to support the weight and remove the 4 fixings on the skirt and remove. Varying blocks can be used depending on wheel wear. Fig 1.
- 2.2 Slacken the wheel nuts, Fig 2.
- 2.3 Using the toe jack under the rear chassis, raise the wheel just clear of the floor, place blocks on both sides of the chassis and remove all the wheel nuts. Fig 3. The wheel can then be pulled away from the studs and clear of the gearbox.
- 2.4 Continue the jacking and blocking process using the varying size of blocks. Slide the blocks into position at the sides rather than having fingers between blocks and load. Fig 4.
- 2.5 When the truck is at a suitable height, giving adequate clearance, remove the wheel from under the truck. Fig 5.



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Refitting the Wheel

- 2.6 Push the drive wheel into position under the chassis. Jack and lower the truck, whilst removing the blocks, to a suitable height in order to fit the wheel onto the gearbox.
- 2.7 With the blocks supporting the truck, move the wheel as close as possible to the wheel studs and lever into position by tilting the wheel backwards and positioning a pry bar (part number: KEN5058360K-CRC. Available to order on tool request form via SSM) underneath. Fig 6 & 7. Refit the wheel nuts and torque to 130NM. Jack the truck and remove the last two blocks.
- 2.8 Refit the skirt by placing one block beneath the skirt to support the weight, slide into place and refit and tighten the 4 fixings. Fig 8.



Fig 6

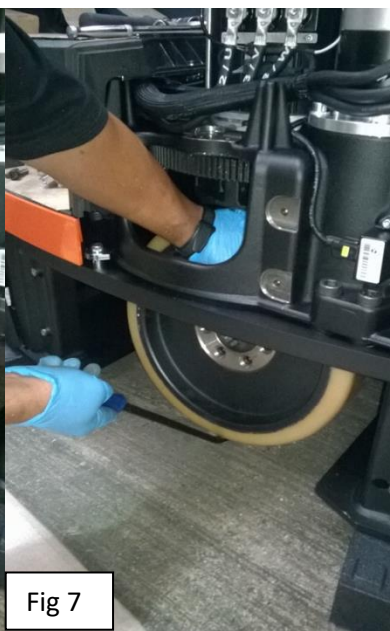


Fig 7



Fig 8

CHILDREN AND YOUNG PERSONS

- 3.0 See Safety & Environmental Manual procedure “Employment of Young Persons” for precise definitions on children and young persons.
- 3.1 “Children” must never be responsible for the jacking up of machinery or working beneath elevated equipment. They may be allowed to observe such operations and work practices, but must take no active part, be kept at a safe distance and under the constant supervision of a competent person.
- 3.2 “Young Persons” may be allowed to jack up trucks and equipment and work beneath, providing they do so in accordance with the above and are under the constant supervision of a competent person.