

Safe Working Practices:

SWP- 36 Moving Defective Trucks

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.

For the purpose of this Safe Working Practice (SWP), defective trucks are those which are powered but cannot be operated safely.

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

GENERAL

This Safe Working Practice is to give advice and guidelines on moving defective trucks.

- 1.1 As there are many variables as to the circumstances where this may arise, the final decision on how to carry out this activity safely lies with the competent technician and any specific customer requirements.
- 1.2 A risk assessment has been carried out for this activity considering many variables, however, a specific risk assessment may be required at the time of the job to take into account the environment, truck type and any other hazards present at the time. TMH technicians have been trained in how to carry out risk assessments and are deemed competent to do so for this activity.
- 1.3 Moving defective trucks is a task that should be avoided unless the area of the breakdown cannot be made safe. It is always preferable to make the area of the breakdown safe before attempting to move the truck.
- 1.4 Customer pressure to move the truck due to it impacting on production will not take precedence over safety. If the truck cannot be moved safely it must not be moved. The area must be made safe and the repair carried out in situ. The moving of any defective trucks should be to the nearest safe area to enable the repair to be completed.

WORK PROCESS

- 2.1 The options below are not in any preferential order. The chosen method will be selected by the competent technician.
- 2.2 **Option 1: Release or disconnect the parking brake.**
 - a) This can be done to enable the truck to be physically pushed or towed. It must be remembered that on some machines once the brake has been released all braking

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functions will not operate. This must be considered to ensure that the defective truck does not gain momentum and become difficult to stop.

- b) If the truck is to be pushed manually, the technician must consider the weight of the machine and the environment, including floor conditions (uneven/slippery etc), any gradients and their own physical capabilities. If the technician is in any doubt they must select another option.
- c) If towing with another fork lift truck (FLT), the towing truck must be capable of the task and have a suitable attaching point for the towing device. The service manual should be referenced to confirm this. The towing device must be a suitable webbing sling or purpose made rigid bar.
- d) **Any webbing sling used must not be one that is also used as a lifting device.** If an assistant is required for this towing manoeuvre it should be via another competent TMH technician.

2.3 Option 2. Lifting and moving the defective truck with another FLT.

- a) It is acceptable to lift the defective truck providing it is safe to do so.
- b) The FLT being used must have a sufficient rating to carry the load and be of a suitable type to prevent damage to either truck.
- c) When recovering a Reach Truck the battery and mast can be moved out to reduce the weight to be lifted, if possible. Fig. 1



- d) The distance travelled must be kept to a minimum; remember this should be to the nearest safe area to enable the repair to be completed. The route to be taken must be pre-selected and any obstructions removed.
- e) Driving in the reverse direction (steer wheel first) is the preferred method (Fig.2) however it may be necessary to move short distances in the forwards direction to aid recovery.

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- f) Any potential interaction with pedestrians or other moving vehicles must be avoided. The use of a 'guide' may be necessary to warn others and keep the route clear; this will be decided before any lifting or moving takes place. If a guide is used, they should take the role as leader and good communication made throughout the recovery process.
- g) The defective truck must be strapped to the mast of the lifting FLT with a suitable ratchet strap (this strap must be provided and maintained by TMH, Part No. GB1PAL001225) and lifted to as minimum a height as possible (Fig.3 & Fig.4) to clear the drive wheel from the floor.



- h) The manoeuvre must take place slowly and in a controlled manner.
- i) On reaching the designated work area, the truck must be lowered slowly and the strap removed when the truck is on the floor. The recovery truck can now be removed.

2.4 Option 3. Workshop Only - Towing a defective Counterbalance with another Counterbalance

- a) It is acceptable to tow the defective truck providing it is safe to do so.
- b) The Counterbalance being used must have a sufficient rating to tow the load and be of a suitable type to prevent damage to either truck.
- c) When towing a Counterbalance truck the kit (Fig 1) should be fitted to the towing truck (Fig 2) and the defective truck (Fig 3).

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Fig 1.



Fig 2.



Fig 3.



- d) The distance travelled must be kept to a minimum. The route to be taken must be pre-selected and any obstructions removed.
- e) Any potential interaction with pedestrians or other moving vehicles must be avoided. The use of a 'guide' may be necessary to warn others and keep the route clear; this will be decided before any lifting or moving takes place. If a guide is used, they should take the role as leader and good communication made throughout the recovery process.
- f) When carrying out the move two competent drivers will be required, using a leader and follower command - The manoeuvre must take place slowly and in a controlled manner.

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Fig 4.



Fig 5.



- g) On reaching the designated work area, the defective truck can be disconnected from the towing truck and the towing kit stored correctly in its place

2.5 Field Service and Resident Sites

- a) Moving defective trucks by the towing method (option 3) by the aftersales group will require a site specific risk assessment and method statement.

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” 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 only be involved in such work subject to the conditions imposed above and only when under the constant supervision of a competent person.