

### Safe Working Practices:

#### SWP- 54 RRE Tilting Cab Retrieval in Potentially Explosive Atmospheres (ATEX)

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 cannot use conventional methods to lower the mast due to defect and that require manual recovery in a narrow aisle where a second reach truck cannot be positioned directly behind the defective truck to carry out a standard recovery.

Options for removing a defective truck that can be found in SWP-36 should always be considered first, and this method should only be considered if the mechanism of the breakdown and the environment makes conventional recoveries impossible.

This SWP and its procedure should not be adopted before consulting with your Team Leader and the QHSE Department for consideration of a site-specific risk assessment.

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

#### **GENERAL**

This Safe Working Practice is to give advice and guidance on moving defective trucks that cannot be lifted out due to the narrow width of an aisle, and where the forks cannot be manually lowered due to the position of shelving.

- 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 All suitable PPE should be worn, industrial safety boots, hard hat, and work gloves. For more information refer to SWP-32 Personal Protective Equipment.
- 1.4 The site safety representative must be consulted on the work process. Work should not start unless the safety representative can confirm that the work area is ATEX compliant, and will remain compliant throughout.

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- 1.5 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.
- 1.6 The customer **MUST** first remove all products and pallets from the shelf in which the forks are positioned. This will ensure that the forks are not carrying a load and that they can move unobstructed during this process and no additional risk is introduced.

#### **WORK PROCESS**

- 2.1 Make the work area as safe as possible as per SWP-01. Work should not be started if technician is not happy with the safety of the work area.
- 2.2 Access must be made to the brake and motor without fully tilting the cab to ensure the process can be carried out safely in regard to truck stability.
- 2.3 Remove the panel that allows access to the brake and motor. **Fig 2.**
- 2.4 Jack and block the truck as per Technical Training and SWP-02 Jacking and Blocking. **Fig 3.**
- 2.5 Manually release the brake as per Technical Training by inserting 2 screws using 10mm allen key. **Fig 4.**
- 2.6 Remove the panel that allows access to the drive wheel. **Fig 5.** Move the drive wheel by hand. The drive wheel should be moved to an angle of approximately 45 degrees. **Fig 5.** An appropriate angle should be selected that will allow the truck and extended forks to move unobstructed by its environment into a new position that clears the forks from the shelf, and that will allow a second truck to position behind the defective truck for a full recovery.
- 2.7 Lower the truck back to the floor as per the Service / Repair Manual Guidelines and Technical Training. Jacks and blocks should be placed in a safe area away from the truck once no longer in use.
- 2.8 Use a ratchet to operate the rotor motor bolt, **Fig 6 & 7.** This should be done in a slow and controlled manner. As the rotor motor bolt is operated, the truck will begin to move slowly on an angle that will reorientate the truck into a position to be fully recovered. Apply caution when using the ratchet to move the truck as no brakes are active, this must only be done on a flat level surface. Ensure the forks can move unobstructed by any shelving. The technician should select an appropriate position during this movement to ensure their safety when considering the footprint of where the truck will move and the surrounding environment.
- 2.9 Once the truck is in a position where a second truck can be positioned behind, and the forks have cleared all shelving and obstructions, reapply the brake.
- 2.10 Manually lower the mast until fully housed as per Service / Repair Manual Guidelines and Technical Training.

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2.11 Replace panels removed at 2.3 and 2.6.

2.12 Recover the truck as necessary using SWP-36 Moving Defective Truck.



Fig. 1



Fig. 2

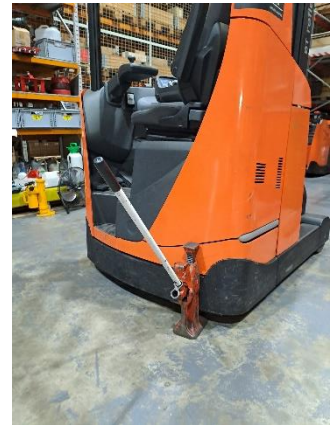


Fig. 3



Fig. 4



Fig. 5

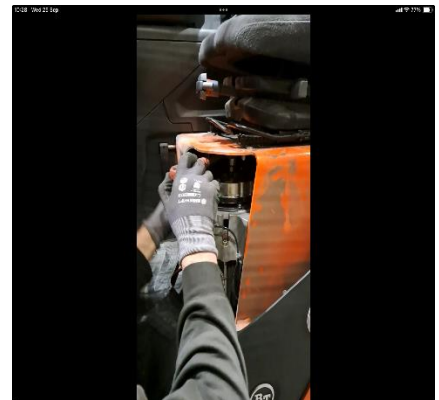


Fig. 6

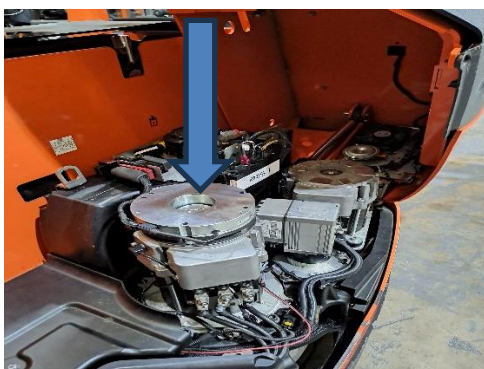


Fig. 7

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## **Safe Working Practices:**

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#### **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.