

Health and Safety Statement of Intent

And

Method Statement

Applicable to

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For and on behalf of Easy Tyre

Section A: Health and Safety Statement of Intent

Easy Tyre recognises its duty to comply with the Health and Safety at Work, etc Act 1974. Easy Tyre will, as far as is reasonably practicable:

1. Provide adequate resources to maintain health and safety
2. Carry out risk assessments and review them when necessary
3. Provide and maintain systems of work which are safe and without risk to health
4. Establish arrangements for the use, handling, storage and transport of articles and substances provided for use at work, which are safe and without risk to health
5. Provide employees with such information, instruction, training and supervision as is necessary to secure their safety and health at work and that of others who may be affected by their actions
6. Carry out health surveillance, where required
7. Ensure that all machinery, plant and equipment is maintained in a safe condition
8. Monitor safety performance to maintain agreed standards.

The duties of employees are to:

1. Take reasonable care of their own health and safety, and that of others who may be affected by their acts or omissions at work
2. Cooperate with others in the company to fulfil our statutory duties
3. Not interfere with, misuse or wilfully damage anything provided in the interest of health and safety.

To ensure that this policy is effective, we will:

1. Review it annually, or on significant changes in our business
2. Make any such changes known to employees
3. Maintain procedures for communication and consultation between all levels of staff on matters of health, safety and welfare.

Method Statement

The following sections set out a method for vehicle manoeuvre, jacking, lowering, tyre removal and replacement, tyre repair and wheel balancing, that ensures safe working practices for technicians as well as procedures that meet industry standards.

Section A: Risk Assessment & Positioning the vehicle

1. Before any work is carried out, if a Risk assessment for the location of work has not been carried out, then conduct a dynamic risk assessment and consider the following:
 - 1.1. Road conditions at time of arrival
 - 1.1.1. Is the road wet
 - 1.1.2. Can other road users see you as they approach the scene?
 - 1.1.3. Do you require assistance from the highways agency / police?
 - 1.2. Position the rescue vehicle to give maximum protection and visual awareness.
 - 1.3. Remember at all times that if you consider it unsafe to deal with the broken down vehicle, drive to a safe location and call for assistance.
 - 1.4. When arriving to any new scene, make sure that you have a good look around, paying attention to any 3rd parties who may be affected by your presence. Consider your equipment and any potential trip hazards that may be caused, and how your presence may impact on pedestrians if working on or near a footpath.
 - 1.5. If working in or close to a live carriageway consider the use of traffic cones, reflective clothing & ensure rescue vehicle amber lights are switched on in order to warn other road users of your presence.
 - 1.6. Make sure that public and occupants of damaged vehicle are instructed to move to a safe place.
 - 1.7. The vehicle on which work is to be carried out should be positioned in a safe manner.
 - 1.8. When manoeuvring the vehicle ensure the safety of other vehicles and pedestrians. If necessary, sound the horn when commencing any manoeuvre.
 - 1.9. Place the vehicle in a position that allows you a safe working environment per risk assessment.
 - 1.10. Notify any potential drivers that the vehicle is going to be out of use, if possible secure the keys so that the vehicle is fully immobilised.

Section B: Jacking the vehicle to remove and replace wheels

1. Jacking the Vehicle
 - 1.1. Position vehicle on firm level ground.
 - 1.2. Use wheel chocks if the surface is not level.
 - 1.3. Ensure hand brake is 'ON'
 - 1.4. Carefully remove hub cap/nave cover and replace in a safe position.
 - 1.5. Select a suitable jack of the correct lifting capacity.
 - 1.6. Check the jack is in working order and there are no obvious oil leaks or mechanical damage.
 - 1.7. Select a suitable jacking point.
 - 1.8. Loosen wheel nuts/studs, whilst wheel is still on the ground.
 - 1.9. Place jack in position and vehicle there are no brake lines, fuel pipes or electrical wires that may be fouled or damaged be if in doubt consult the handbook.
 - 1.10. Jack vehicle to a sufficient height for the removal and replacement of wheels.
 - 1.11. Raise the jack handle to the vertical position
 - 1.12. If at any stage you are required to access underneath the vehicle, an axle stand MUST be used. Place axle stands in a suitable position and lower the vehicle onto them.
9. Removal of nuts/bolts with Impact Wrench
 - 1.13. Check for obvious damage.
 - 1.14. Before use check the operation and direction of rotation
 - 1.15. Select correct size socket. Ensure socket is not cracked or rounded out check its condition.
 - 1.16. Carefully remove nuts/bolts, to end of stud and finally remove by hand.
10. Remove wheel carefully. Lift correctly to avoid personal injury, and to avoid damage to threads.
11. Wheel Replacement - Inspect hub abutment (mating) surfaces. Clean off:- dirt, corrosion, rust or oil as necessary. It is particularly important to remover corrosion as it's possible that any remaining corrosion may not allow the wheel to sit properly on the hub.
12. Check condition of threads.
13. Check condition of wheel.
 - 1.17. Damage to flanges.
 - 1.18. Cracks in nave.
 - 1.19. Stud hole damage.
 - 1.20. Abutment (mating) surfaces, Clean off:- dirt, corrosion or oil as necessary. If wheel is found to be unsuitable it must not be refitted.
 - 1.21. Check the condition of nuts/studs/bolts.
14. Carefully lift wheel on to the hub and fix in place. Lift correctly to avoid personal injury. Do not rasp threads.
15. Start nuts/bolts by hand to ensure they are not cross threaded.
16. Tighten nuts/bolts until nave is flush with hub
17. Using an Impact Wrench
 - 1.22. Select correct impact socket and check its condition. Do not use impact wrench on locking wheel nuts.
 - 1.23. Before use check the operation and direction of rotation.
 - 1.24. Carefully tighten the nuts/bolts onto the nave in the correct sequence taking care not to over tighten.
18. Lowering the Vehicle - carefully raise the vehicle and remove any axle stands/vehicle supports.

19. Ensure there is nothing underneath the vehicle and carefully lower the vehicle to the ground.
Avoid saddle slipping off jacking point and possibly causing damage.
20. Remove jack taking care not to damage underside of vehicle.
21. Final tightening of wheel nuts/studs must be done using a calibrated torque wrench (again in the correct sequence)- For the correct torque wrench settings use NTDA Torque Data Manual or reference sheets. Always torque all nuts/bolts once in sequence and then again as a final QC check.
22. On completion of nut/stud tightening, reduce tension in torque wrench back to zero.
23. Replace hub cap/nave cover
 - 23.1. When replacing ensure the recess for the valve is correctly positioned.
 - 23.2. Ensure nave cover and trim are secure.
24. Now take the time to check the wear and condition of the other tyres on the vehicle.

Section C: Removal and Refitting of Tubeless Tyre on a Standard or alloy wheel using a machine.

1. The tyre must be fully deflated by removal of the valve core before attempting to break the beads from the rim. Beware of exhausting air blowing dirt or valve core into eyes.
2. Remove balance weights to prevent damage to bead of tyre and possibly rim (alloy) and fouling the machine, and to prevent balance weights falling inside tyre.
3. Break the bead in a position away from the valve.
4. Both beads must be broken before attempting to remove the tyre from the rim. Keep hands free from the moving parts of the bead breaker.
5. Lubricate both beads and rim flange if the beads feel tight or for run flat tyres.
6. Place wheel on machine with narrow bead seat uppermost.
7. Alloy wheel should be clamped from the outside, steel wheels from the inside (or outside if necessary)
8. The wheel should be central and secure on the machine, this helps prevent wheel damage.
9. For alloy wheels use protectors as necessary to avoid damage to wheel.
10. Start removing at a point near the valve, ensuring the opposite bead is pushed into the well off the rim. Remove first bead over rim.
11. Remove second bead in the same manner.
12. Inspect wheel for:
 - 12.1. Damage
 - 12.2. Obvious cracks
 - 12.3. Damaged or excessively worn stud holes
 - 12.4. Bent rim flange
 - 12.5. Rust/dirt on bead seats which should be cleaned with a wire brush. If there is excessive corrosion that has been removed, apply bead seal.
 - 12.6. Replace valve – short for alloy wheels, long for steel wheels.
 - 12.7. Check suitability of tyre for –Tubeless, asymmetric, direction of rotation, fitment and legality. Check for correct size, speed and load rating.
 - 12.8. Inspect interior causing to ensure there are no foreign bodies.
 - 12.9. Lubricate both tyre beads, and wheel rim and flanges.
 - 12.10. Fit each bead separately. Ensure that as the bead passes over the rim flange it is pushed into the well of the rim. Otherwise this could prevent the tyre being fitted to the rim and could cause damage to the bead.
13. Ensure valve core is securely
14. Inflate tyre to 15-psi and check for lumps, cuts etc
15. Inflate to 40-psi, Do Not exceed 40 psi. This ensures the beads are correctly seated on the rim and makes a fully air-tight seal. If the beads fail to seat correctly, deflate, re-lubricate the bead and rim and re-inflate. If it still fails, use a Bead Cheetah to seat the beads. If a portion of the bead remains in the well as the pressure builds up it may demount from the rim.
16. Whilst inflating ensure both beads are moving into position on the bead seats. There are fitting lines on the sidewall of the tyre and these should be concentrically spaced around the rim flange
17. Finally check that the tyre is fitted centrally on the rim.

Section D: Repair of Tubeless Tyre

1. Ensure tyre complies with Tyre Safety Laws. Do not repair a tyre that has sidewall damage, cracks in the sidewall or tread (a sign of ageing) or does not meet minimum legal tread depth requirements.
2. Inspect casing for obvious objects penetrating and mark the locations. Do not remove object at this stage.
3. Inflate tyre. Do not exceed 15 p.s.i., as casing may be damaged internally.
4. Spray the sidewall and tread with a soapy leak detection solution.
5. Inspect for air leaks, also check for leaks at:
 - 5.1. Valve core.
 - 5.2. Valve Seating.
 - 5.3. Bead seating on rim.
6. Mark the location of the penetration.
7. Deflate and remove tyre per instructions in this document.
8. All repairs must be carried out in accordance with BSI AU 159F as amended.
9. Inspect both beads of tyre for damage, particularly the bead toes.
10. Inspect casing for secondary damage caused by :
 - 10.1. Penetrating object.
 - 10.2. Tyre having been run flat or at low pressure.
 - 10.3. Casing cord damage.
 - 10.4. Ply separation.
11. Inspect previous repairs and make good if necessary.
12. Remove penetrating object.
13. Note the direction of penetration. This indicates if damage has penetration been caused across the casing cords.
14. When a combination patch is used for the repair the stem must follow the line of the hole caused by the penetration. If the penetration has caused damage which is found to be outside the laid down repair limits, do not repair the tyre.
15. Lightly buff the area to be repaired to an area slightly larger than the material to be used. mechanical buffing only is acceptable. Chemical buffing is not acceptable.
16. Ream out using a tungsten carbide rotary milling tool.
17. Ensure that the buffed area is:
 - 17.1. Clean - (Free of dirt). Use a clean cloth (non-fibrous)
 - 17.2. Free from moisture. Use approved cleanser if necessary.
 - 17.3. Apply vulcanising cement to buffed area.
18. Select suitable combination patch.
19. When the cement is dry, apply combination unit, as per the manufacturer's instructions, ensuring that the tyre is in a relaxed state. Check that base of combination does not lift.
20. Using a stitching tool, and applying pressure, ensure that the base of the combination patch fully adheres to the tyre.
21. Refit tyre, as per instructions in this document.
22. Cut off the stem of the repair unit as per manufacturers recommendations.

Section D: Wheel Balancing

1. Remove old weights.
2. Clean wheel and remove road dirt etc.
3. Check pressure, adjust if necessary and replace valve cap.
4. De-flint tyre tread, checking for tyre legality.
5. Locate wheel accurately on balancer and secure in place
6. Check wheel measurements and programme into balancer.
7. Balance wheel.
8. Choose correct size and type of weights.
9. Use only new weights
10. Make sure weights are correctly positioned and securely fixed.
11. Make final check for accuracy and if necessary reposition weights.
12. Stand clear of rotating wheel. To stop rotating wheel always use the brake. NEVER BY HAND