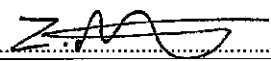
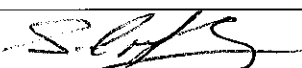




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## METHOD STATEMENT

<b>Date of Issue:</b>	03/12/20	<b>Ref:</b>	PWS001
<b>Date of Review:</b>	03/12/21		
<b>Activity/Process:</b> (briefly describe)	Lockout Procedure - Isolating plant machinery making it safe to work on. Isolating machinery to work on a braking system, Removing a road vehicle wheel from plant machinery, Replacing the wheel on plant machinery. On Site breakdown fitter to op communication procedure		
<b>Location:</b>	Common Road, Garage Workshop, On site		
<b>Reviewed by:</b>	Zak Allan	<b>Position:</b>	Compliance Manager
<b>Signature:</b>			
<b>Approved by:</b>	Simon Griffiths	<b>Position:</b>	Technical Engineering Manager
<b>Signature:</b>			

### Potential Hazards (Fire, manual handling, etc.)

#### 1) Moving Machinery

The activities in this method statement involve the parking and reversing of machinery inside the workshop or on site for maintenance activities. Therefore, there is a medium risk to personnel of being hit by moving machinery.

#### 5) Tools in unsafe condition

If the activities in this method statement are done incorrectly this could lead to minor or major trapping or crushing injuries.

#### 2) Manual Handling

The activities in this method statement involve manual handling of wheels / tyres, therefore there is a medium / high risk to personnel of injury from manual handling.

#### 3) Noise

The activities in this method statement involve the use of hand tools that are above the safe noise limits therefore introducing a medium / high risk of damage to personnel's hearing from noise. If hearing protection is not worn.

#### 4) Failure to safely jack / support plant machinery.

The activities in this method statement if done incorrectly could lead to potentially major injury due to machine rolling crushing or hitting personnel if brake systems have been deactivated without adequate support.



## METHOD STATEMENT

*Ihasco: Online Training*

*Manual Handling Training*

*Electrical Safety*

*Noise Awareness*

*PPE*

### Supervision & Training






(Supervisor/s and Current Certification/Training)

Training in the use of an air gun.

Supervision or training on the use of a torque wrench.

**All young persons must be supervised at all times if carrying out any of these activities.**

### Personal Protective Equipment Required

				
Foot Protection	Body Protection	Hi-Vis Clothing	Hearing Protection	Hand Protection
<i>Safety Boots to railway standard.</i>	<i>Overalls for maintenance workers/Orange for on site working</i>	<i>For Visitors</i>	<i>For users of tools</i>	<i>For users of tools</i>

### Labour

(No of Persons) (if required list all labour and their trades)

### Job specific

RISK ASSESSMENTS ASSOCIATED	Chemicals (ensure COSHH completed if req'd)
	<i>Where any chemicals are used COSHH data sheets must be present and understood.</i>
Equipment Maintenance Checks (Checks required for this Activity)	First Aid Facilities (First Aider, Location of First Aid box)
1) <i>Axle Jack Inspection - LOLER to be in date.</i>	<i>Mark Amos – Full first aider Luke Underwood – Full first aider</i>



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## METHOD STATEMENT

### Work Method

(Key steps & stages of the work required)

**REMEMBER Pre Use Checks:** all tools and equipment must be checked to ensure they are maintained in a safe condition and certification is in date where required before each use.

**A) Lockout Procedure:** before beginning any maintenance work requiring isolation you must follow the following steps to ensure your safety and anyone one else's in the area.

- 1) Clear a space in the workshop sufficiently large enough to park and stable the plant machinery. If on site follow customers site safety protocols and rail way rules to ensure plant is in a position of safety before entering machine.
- 2) Drive in or reverse park the plant machinery into the workshop (if reverse parking you must use a banksman).
- 3) Lower the boom to the floor, resting the bucket on the ground. **Apply the park brake.**
- 4) **Switch the machine off at the ignition switch.**
- 5) Release any stored energy / pressure by operating the levers.
- 6) Exit the machine, and remove the ignition key.
- 7) Remove the isolater key
- 8) Place a note in the cab to identify that the machine is under maintenance. Each fitter has personal issue of warning card

**B) Isolating the plant machinery to work on a breaking system:**

- 1) Follow the above Lockout Procedure (A).
- 2) Stabilize the wheels using a wheel chock.

**C) Removing a road vehicle wheel from plant machinery:**

- 1) Follow the above lockout and isolation procedures. (A&B)
- 2) Support the axle of the wheel using a suitable jack ensuring the wheel remains on the floor.

**Assess the weight of the wheel before attempting to remove the wheel nuts. If you consider it to be beyond your safe handling limit. Do not attempt the task. Seek assistance - Inform your supervisor.**

- 3) If safe to do so, Loosen wheel nuts.
- 4) Jack the axle so the wheel is just clear off the ground.
- 5) **Remove the wheel nuts & remove the wheel.**

**D) Replacing the wheel:** to replace the wheel reverse the process of A, B and C.

- 1) Identify the correct wheel fitting to be replaced.
- 2) Tighten the wheel nuts to the correct torque setting. **This can be found in the routine maintenance plan.**



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**METHOD STATEMENT**

- E) Communication between fitter and operator during breakdown procedure:** Whilst a fitter is in the process of diagnosing or rectifying a fault, they may require the operator of the RRV to engage certain services or move the machine. the lockout procedure **A** cannot be followed.

This may involve the fitter being out of site of the operator. Therefore a safe system of communication must to be agreed between fitter and operator and signed for.

- 1) Identify what actions the fitter requires from the operator
- 2) Establish a method of communication i.e back to back radios or utilize the MC to stand with the fitter.
- 3) Operator must sign this document to confirm understanding of what operations they must complete and that the method of communication is adequate for the task.
- 4) Operator must constantly monitor the status of the fitter to ensure they are safe and they are still in a safe position.
- 5) Upon job completion the fitter must return the machine to safe working state and inform the operator the job has been completed

**I HAVE READ AND FULLY UNDERSTAND THE DETAILS PROVIDED TO ME WITHIN THE METHOD OF WORK**

NAME	SIGN	DATE

**PRIOR TO PERFORMING THIS TASK SHOULD ANY DEVIATION TO THE PROCESS BE NECESSARY THEN PLEASE CONSULT WITH YOUR SUPERVISOR. CHANGES SHOULD THEN BE DOCUMENTED AND AGREED BY YOUR SUPERVISOR.**



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## METHOD STATEMENT

PLEASE RECORD THESE AGREED CHANGES IN THE BOX

PROVIDED BELOW

Requested by	Approved by