

Method Statement

Method Statement Details

Method Statement Number	8
Method Statement Date	24/09/2024
Method Statement Author	
Date	24/09/24
Machine	
First Aider	Qualified staff member
Activity	This method statement covers the safe method of replacing tyres on agricultural vehicles in the field off site with recommended equipment.
Description	Fitting and replacing agricultural tyres to agricultural vehicles in the field off site. using equipment designed for this purpose.
Location	Various locations.

Signatures

	Name	Title	Signature	Date
Document Author				24/09/2024

Data protection statement

The information and data provided herein applies only to the contract for which it was written, it shall not be duplicated, disclosed or disseminated by the recipient in whole or in part for any purpose whatsoever without the prior written permission from HS Direct..

It is the duty of all employees to observe the following Risk Assessment framed to provide a code of good practice and conduct with the object of preventing accidents. At all times employees must work in a safe manner both to prevent personal injury to themselves or to other personnel.

Emergency Contact Details

Name		Phil Collins		
Telephone Number		07793732691		

General Precautions

To be observed by all staff at all times, any deviation from these control procedures must be authorised by the site manager or safety representative.

Accident Reporting - RIDDOR

Minor accidents and injuries must be reported internally. Accidents falling under RIDDOR conditions, e.g. more than 7 days unable to carry out normal duties, must be reported online within 15 days of the accident. An investigation must be carried out and any additional controls identified to minimise the risk of the accident re-occurring. Staff must be updated to understand and implement any new procedures. Management are responsible for reporting accidents that fall within the RIDDOR Regulations.

Communciation with other workers

The Team Leader will inform staff of any hazards that are present on site. Where necessary notices/signs will be posted advising of any hazards during the work. Where required, a Permit to Work will be displayed informing staff of activity taking place in their vicinity.

Communication with Other Workers on Site.

All staff will report to the site office for induction on arrival at the site. The site manager will inform staff of any hazards that are present on site. Staff will inform the site manager of the work to be carried out and how it could affect other trades working on the site. Where necessary notices will be posted advising of any hazards present during the works. Where contractor activities cross, the senior person must liaise with the other trades to ensure safe operation.

Electrical Equipment

All electrical equipment will be visually inspected on a regular basis. All electrical appliances are PAT tested annually. Defective or damaged equipment will be immediately removed from service for repair or replacement.

Emergency Information

In the event of emergency medical treatment being required, summon the nearest Emergency First Aider. Copies of these location details are posted on the Department Staff Notice Board.

First Aid

Trained first aiders are appointed and staff are aware of the locations of the first aid kits. In an emergency, the emergency procedure will be followed. Staff are required to report all accidents and incidents immediately to their supervisor.

Manual Handling

All staff have received manual handling training and are aware of the potential dangers. Staff will not lift items that are beyond their capabilities. Heavy or awkward items will be dual lifted or lifted with mechanical lifting aids.

Material Handling

All materials required for site will be unloaded to a designated unloading and storage area which will be away from the work area as far as is practicable. This area will be kept tidy to minimise trip hazards. Materials as and when required will be collected from the storage area and transferred to the work area. All staff will take care when handling materials and will use mechanical aids wherever possible. When stacking materials particular care must be taken to ensure that the stack is secure and that the product does not get damaged.

Materials Handling

All materials delivered to site will be unloaded in a designated unloading area. All staff will take care when handling materials and will use mechanical aids wherever required. When stacking materials, particular care must be taken to ensure stack is secure. All materials to be despatched from site will be packaged as specified. When loaded onto transport, checks will be made to ensure loads are secure to prevent damage during transport.

Personal Protective Equipment

Staff will wear the PPE for the task as specified in the risk assessment. All PPE will be provided by Treadfirst Tyre and Exhaust Ltd. Individual staff will be responsible for the care, maintenance and safe storage of their own PPE

Personal Protective Equipment (PPE)

PPE will be provided as a last form of protection against a hazard. Staff will use the appropriate PPE for the task as identified in the risk assessment.

All site workers will wear Safety boots, Hi Visibility Vests, Hard Hats and protective clothing at all times, other items of PPE such as eye protection, hearing protection and gloves are available to be worn as and when necessary and as determined by the risk assessment.

Preparation and Induction

Staff & contractors will be inducted onto site, in order to understand the hazards present on site and the tasks that are to take place. Staff will also be advised of other site activities that could impact on their work. A risk assessment will be carried out for all tasks, which will be discussed with members of staff. Staff will follow all site rules and safety procedures.

Provision and Use of Work Equipment

All work equipment must comply with PUWER requirements and as such must be used by trained, competent persons, checked before use to ensure in full working order, and guards and interlocks in place and operational. Where necessary, equipment is to be inspected and maintained and records kept. Any faults to be reported, and the equipment isolated and withdrawn from use until repaired by a competent person or replaced. Notice may be required to be posted advising of Machine Under Repair, Do Not Use.

Staff and Training

The task will be carried out by staff from Treadfirst Tyre and Exhaust Ltd. All staff are qualified, experienced, receive ongoing training and hold suitable qualifications. Apprentices are under constant supervision by experienced members of staff. Any contractors appointed by us have been assessed for their ability and suitability to carry out the tasks allocated to them.

Tools and Electrical Equipment

All tools and equipment will be visually inspected on a regular basis, defective or damaged equipment will be removed from service. Electrical tools will be 110V or battery operated where possible. Sub contractors will not be allowed to bring on to site any damaged or defective tools, the site foreman is responsible for ensuring that all tools and equipment allowed on the site are fit for purpose. Any portable electrical equipment taken on to site must be PAT tested every 3 months when used on construction sites, 6 monthly for heavy use activities and annually for other activities. A risk assessment will determine if inspection periods need to be varied.

Welfare

Staff have access to adequate welfare facilities on site. Provision is in place for cleaning and maintenance of all facilities. Staff are required to respect the facilities and, after use, leave them in clean condition for everyone else.

Method Statements

Tyre changing in the field off site on Agricultural vehicles.

Method Statement for Changing Agricultural Tyres in the Field

1. Purpose:

To outline a safe method for changing agricultural tyres in the field, ensuring compliance with relevant health and safety standards as per the Health and Safety Executive (HSE) guidelines.

2. Scope:

This method statement covers the process of safely removing, replacing, and fitting tyres on agricultural machinery in the field.

3. Responsibilities:

- Site Supervisor: Ensure all operatives are aware of the procedure and have the necessary PPE.
- Trained Operatives: Carry out the tyre change following this method statement and in line with their training.
- Plant Operators: Ensure the machine is correctly positioned and stabilised.

4. Equipment Required:

- Vehicle jack or hydraulic lifting equipment (suitable for heavy agricultural machinery)
- Wheel chocks
- Tyre levers and bead breakers
- Impact wrench or appropriate manual tools
- Torque wrench
- PPE (gloves, safety boots, safety goggles, hi-vis vest, hard hat)
- Agricultural-grade spare tyres
- Warning signage and barriers (to mark out the area)

5. Personal Protective Equipment (PPE):

- Safety Boots: Anti-slip and puncture-resistant.
- Hi-vis Clothing: To ensure visibility in the field.
- Gloves: Cut-resistant gloves to protect hands during manual handling.
- Safety Glasses: Protect eyes from debris.
- Hard Hat: In case of falling objects.

6. Methodology:

6.1 Risk Assessment:

Before commencing, conduct a site-specific risk assessment (as per HSE AGRIC 34 Guidance) to identify potential hazards, such as

uneven ground, weather conditions, and the proximity of other machinery.

- Identify the risks involved with manual handling, lifting, and tyre inflation.
- Ensure compliance with the Manual Handling Operations Regulations (MHOR) 1992 to reduce the risk of injury from handling heavy tyres.
- If on a roadside or near traffic, follow the HSE's Roadside Working Safety Guidelines and ensure proper traffic management.

6.2 Set-Up and Ground Preparation:

1. Park the Vehicle:

- Move the machinery to a safe, level, and stable ground away from high traffic areas.
- Apply the parking brake and turn off the engine.

2. Stabilise the Vehicle:

- Use wheel chocks to secure the other tyres, preventing movement.
- Place warning signage and cordon off the area to prevent unauthorised access.

3. Check Equipment:

- Inspect the jack and lifting equipment for any defects before use.
- Ensure lifting equipment has been tested in line with LOLER (Lifting Operations and Lifting Equipment Regulations) 1998.

6.3 Lifting the Machinery:

1. Position the Jack:

- Place the jack or lifting equipment under a suitable lifting point (as per manufacturer's guidelines).
- Ensure that the jack is on solid ground or use a base plate to provide stability.

2. Lift the Machinery:

- Slowly lift the machinery until the damaged tyre is off the ground.
- Use axle stands to support the machinery and never rely solely on the jack.

3. Remove the Tyre:

- Loosen the wheel nuts using an impact wrench or manual tool.
- Remove the tyre, ensuring proper lifting techniques to avoid strain (consider assistance or mechanical aid for large tyres).

6.4 Fitting the New Tyre:

1. Prepare the Replacement Tyre:

- Check the new tyre for any defects or debris.
- Ensure the tyre size and specification match the machinery requirements.

2. Fit the Tyre:

- Position the tyre onto the hub using tyre levers if necessary.
- Re-tighten the wheel nuts by hand, ensuring even tightening to prevent misalignment.

3. Lower the Machinery:

- Remove the axle stands and carefully lower the machinery.
- Fully tighten the wheel nuts using a torque wrench to the manufacturer's specifications (HSE Guidance on Tyre and Wheel Security).

6.5 Post-Installation Checks:

1. Test Tyre Pressure:

- Inflate the tyre to the correct pressure using a regulated compressor (as per manufacturer recommendations).
- Follow HSE's Safe Tyre Inflation Guidelines to prevent overinflation hazards.

2. Recheck Wheel Nuts:

- After the tyre has been fitted and the machinery lowered, recheck the tightness of all wheel nuts.

7. Emergency Procedures:

- If the machinery slips or becomes unstable during the tyre change, evacuate the area immediately and reassess the situation.
- First-aid provisions must be on-site, and all workers should be aware of emergency contact numbers.

8. Monitoring and Supervision:

- The site supervisor should monitor the operation to ensure compliance with this method statement.
- Any incidents, near misses, or equipment malfunctions should be reported immediately.

9. Waste Disposal:

- Old or damaged tyres should be disposed of in accordance with HSE Guidance on Waste Disposal and local environmental regulations.

10. Training Requirements:

- All operatives must be trained in manual handling and the use of lifting equipment in line with the Health and Safety at Work Act 1974.
- Regular refresher training should be provided for all staff involved in tyre changes.

11. Reference to HSE Guidance:

- HSE AGRIC 34 - Tractor tyre safety: Advice for farmers and farmworkers
- HSE INDG433 - Working safely under vehicles
- LOLER 1998 - Lifting Operations and Lifting Equipment Regulations
- MHOR 1992 - Manual Handling Operations Regulations

By following this method statement, the risk of injury or accident during a tyre change is minimised, and safe working practices are upheld in line with HSE regulations.

Air Compressor Use

1. Only competent persons are allowed to use compressed air equipment
2. Carry out a visual examination of airlines and equipment prior to use
3. Any damaged or worn equipment must be withdrawn from service and reported to your immediate supervisor
4. Ensure connections are clean and free of debris
5. Check the air tool for any damage or insecure components
6. Ensure tool is properly connected to quick release valve
7. Only use the tool for its correct purpose
8. Route air lines so as not to cause a trip hazard
9. Carry out task using tool according to manufacturers instructions
10. Ensure tools and hoses are correctly cleared and stored after use

General Use of Power Tools

- Evaluate which is the correct power tool for the task in hand
- Only power tools with a 110v power cable attached to them are permitted for use
- Ensure the chosen power tool is in good working order and has a valid PAT test sticker on it
- If such a sticker is not present check the onsite tool log and only use the tool if it is recorded as approved within the last three months. If the log does not confirm this do not use the power tool until it has passed a PAT test
- Power tools can be deemed unsafe by a visual or machine test
- Before use all electrical saws, planers and routers need to be fitted with dust extractors
- Suitable blade protection features should be in good working order on all cutting power tools
- Only trained and experienced operatives are permitted to use power tools
- All operatives using power tools for cutting materials will where appropriate be set-up an exclusion zones with barriers around the perimeter
- If the use of a generator is necessary it will be in good working order with a current PAT test and a relevant COSHH certificate for fuel
- All leads and cables to run at height

Grinding (Tool grinder)

Before grinding

1. The grinder may be bench mounted or a larger free standing, floor mounted unit.
2. Prior to use, check condition of the wheel.
3. Dress as necessary and ensure running smoothly.
4. Check and adjust the tool rest to minimise the gap between rest and wheel without any catching. Set correct grinding angle if available / necessary
5. Ensure any coolant system is operational.
6. Ensure work station is set up to suit your working position especially if work is repetitive.
7. Correct PPE is to be worn at all times to include appropriate safety gloves, goggles, hearing protection and overalls

Grinding

Check stop / start buttons are operative, start the machine. Allow to run up to speed before attempting to grind.

Position the tool on the tool rest and using both hands to steady, commence the grind operation.

Ensure fingers / hands do not come into contact with the wheel.

Set the coolant flow to contact the tool and minimise to prevent splashing.

Shape the tool face as required. Cool or quench as required.

Hand-arm vibration at work

Hand-arm vibration comes from the use of hand held power tools and is the cause of significant ill health (painful and disabling disorders of the blood vessels, nerves and joints).

Introduction;

By using tools that vibrate you could be at risk of causing damage to nerves, blood vessels and joints of the hand, wrist and arm, if you regularly work with hand-held-guided power tools for more than a few hours each day.

Hand Arm Vibration Syndrome (HAVS) is caused by exposure to vibration at work but is preventable, but once the damage is done it is permanent.

Are you at risk?

You are at risk if you regularly use hand held or handguided power tools and machines such as;

*Sanders, grinders, disc cutters

*Hammer drills

*Concrete breakers, concrete pokers

You are also at risk if you hold workpieces, which vibrate while being processed by powered machinery such as pedestal grinders

Sign Off Sheet

I have read and understood the contents of this Method Statement.

Anything I did not understand has been explained to me to my satisfaction.

I agree to follow the Method Statement and understand that any instructions are provided for my safety and the safety of others.

Print Name

Signed

Date
