



Toolbox Talk 38

Road wheel Inspection & Fitment Procedures



1. **Before removing any wheels, permission should be sought from a supervisor when on duty**
2. Immobilise vehicle, parking brake must be applied, isolator switch turned off & steering wheel cover fitted
3. Jack up vehicle until wheels are clear of floor
4. Loosen wheel nuts with loosening air gun (NOT TORQUE WRENCH)
5. Support vehicle on stands
6. Remove wheel nuts
7. Remove wheel, taking care not to damage the hub odometer

ROAD WHEEL INSPECTION

Before fitting a wheel to a vehicle, it must be inspected. ***Do not assume*** that someone else (e.g., the contract tyre fitter) has already checked it. **If you are fitting the wheel to the vehicle, the responsibility is yours.**

HEALTH AND SAFETY

Wheel removal, replacement and inflation should only be tackled by competent staff.

The main hazards which can arise include:

- Manual handling injuries, which account for nearly a half of all wheel/tyre-related incidents reported
- Tool-related injuries (which make up a quarter of incidents), particularly from hand tools
- Compressed-air accidents e.g. from a ruptured or burst tyre or violent separation of the component parts of the wheel. These accidents tend to result in serious injuries, including fatalities
- When inflating tyres above 15psi **they must be placed in a restraint such as a cage**

TORQUE PROCEDURES & RECORDS

Any wheel which has been disturbed for any reason must be re-torqued after 30 minutes and again within 24 hours.

Torque wrench must be set to the correct setting for the vehicle and after use reset to the minimum scale setting.

It is recognised that in some operations, the vehicle may not be available within 24 hrs, and may have covered considerable mileage before it is available for re-torque. In these circumstances the vehicle must be road tested for 25-50 miles and then re-torqued before use in service.

When re-torquing, **DO NOT SLACKEN THE NUTS**. Apply the same torque as for the initial fitting and do not continue to tighten after that torque is reached. Pay special attention to Volvo re-torque procedures.

ALL WHEEL CHANGES AND RE-TORQUE FOLLOW-UPS MUST BE RECORDED

The records form part of the maintenance system and as such will be subject to audit by the Vehicle Inspectorate.

TOOLS

Torque wrenches and other wheel changing equipment must be stored and maintained properly.

Torque wrenches must be calibrated at 3-month intervals or if damaged. **Report damaged tools immediately.**



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- ☞ Due to the serious consequences of not following the aforementioned procedures, I am aware that if for any reason I am unable to complete the procedures as laid out in Lothian Buses’ “Road wheel Inspection & Fitment Procedures” booklet, I must inform my line manager of the situation **immediately**
- ☞ I have received a copy of Lothian Buses’ “Road wheel Inspection & Fitment Procedures”
- ☞ I understand that I must follow the correct torquing procedures for the vehicle anytime a wheel has been disturbed and records must be maintained
- ☞ Should I become aware of any damaged tools I will report them immediately
- ☞ If I am working on a vehicle with alloy wheels, I understand that I must inspect the heat indicator on the wheels for signs of heat damage
- ☞ If I am unsure of any of the instructions or procedures in Toolbox talk 38 and/or other booklets I will ask for clarification

Employee to complete in block capitals

NAME: NUMBER:

DEPOT:

JOB TITLE:

SIGN: DATE:

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