



Vehicle Repairs in/out with the Workshop

Repair of vehicles both in or out the workshop has the potential to be extremely hazardous without adopting procedures to ensure your safety.

Under no circumstances shall you go under any vehicle fitted with air suspension, or enter a wheel arch or similar confined space to resolve or identify a fault until it is properly supported to prevent the space you are working in reducing in size.

At no time should any part of your body be positioned under an unsupported vehicle. If access under a vehicle is required to repair or diagnose a fault, the vehicle **must be returned to the workshop**, by a recovery company, if necessary, as a fault may occur causing the vehicle level to drop e.g., a burst air bag.

When placing axle stands, these must be positioned without your body and/or head going under the vehicle.

A vehicle must be on a pit (supported) or lifted by mobile column lifts (supported) if work is to be undertaken underneath the vehicle.

Defective equipment will be removed from use and labelled 'Faulty' or 'Out of Service'. Inform Supervisor.

For all roadside work staff shall follow guidance provided within VR3 training course, including procedures to establish a safety zone suitable for the area and risks present e.g. by using road traffic cones, and/or fend-off vehicle positioned correctly behind the casualty vehicle.

A minimum of two persons with at least one being a trained competent mechanic or Patrol Van operative will undertake roadside repair tasks. The second person could be the driver of the casualty vehicle wearing suitable high visibility clothing to check traffic conditions and raise the alarm in emergencies.

Whilst attending breakdowns and/or roadside/garage running repairs, **YOU** must ensure the safety of yourself, others and the vehicle at all times. **YOU** must ensure the casualty vehicle handbrake is applied and engine switched off **before** commencing any repair or inspecting the vehicle.

If, for any reason you require the engine to be started, you must consider your and other's safety at all times and halt the repair/check. Inform the driver to ensure the handbrake is applied, start the vehicle, ensure neutral is selected then **exit the cab whilst the engine is running**. Only then can you recommence the running repair/check.

Any running repairs performed on the garage floor or other areas around the depot, shall only take place once a safety zone has been created suitable for the area and risks present. A defective vehicle steering wheel cover must be used during all repairs. You must remain in the safety zone whilst working on the vehicle and stay alert at all times to the dangers from other moving vehicles.

Remember

Do

Commence repair only when you are satisfied adequate protection from site traffic has been provided

Ensure a Steering Wheel Cover is correctly fitted to prevent vehicle being moved

Ensure correct Hi Vis clothing is worn when working on breakdowns in areas where traffic movements are likely

Ensure the Casualty vehicle is safe and secure before commencing check or repair and if the engine is required to be running, no one is on the cab

Don't

Ever work beneath a vehicle fitted with air suspension unless it is properly supported

Ever place any part of your body in any space that could reduce in size

Go under a vehicle that is being brake tested or is positioned on a brake tester

Work on a vehicle outside the workshop without establishing a safety zone suitable for the time of day/area e.g. cones, 2nd person and fend off vehicle

*Dylan Dastey
Chief Engineer
19/06/2023*



TOOLBOX TALK – 40



Vehicle Repairs in/out with the Workshop

I understand that I must never work on any vehicle outside of the workshop without first ensuring adequate protection (a safety zone) is established to ensure my protection from other vehicles e.g. cones, 2nd person and/or fend off vehicle.

I also understand that I must never work under a vehicle fitted with air suspension or place any part of my body underneath or in any confined area such as a wheel arch if it is unsupported. If access to the underside of a vehicle is required to repair or diagnose the fault, the vehicle must be returned to the workshop.

No check or repair will commence without ensuring the casualty vehicle is secure i.e:

- Engine off
- Handbrake on

If during the course of repair, the engine needs to be started, I will inform the driver to ensure the handbrake is applied, after starting neutral is selected and then to stay out the cab whilst engine is running.

Employee to complete in block capitals

NAME: NUMBER:

DEPOT:

JOB TITLE:

SIGN: DATE:

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