



SECTION 1: DETAILS	
Purpose & Scope	This Safe Work Procedure (SWP) describes the safe work methods that are to be followed when removing the spare wheel from an Orange Sky Laundry Van (VW Transporter). This procedure applies to all OS personnel including employees, volunteers and OS representatives.
Related Documents	<ul style="list-style-type: none"> • Guide - Safe Manual Handling • Guide - Avoiding Slips, Trips and Falls
Location of Task	Van base or a safe, flat location with minimal vehicle or pedestrian traffic.
Equipment Required	<ul style="list-style-type: none"> • 19mm Extendable Wheel Nut Wrench • Safety Gloves (or similar) • Safety cones
Hazards	Injury to arm, hand, fingers due to dropping the tyre when removing it. Manual handling such as pulling, lifting, carrying or turning of a physical object and/or the repetition of these movements. Slips and trips from equipment lying around in the work area. Vehicles and members of the public not aware you are working around the van.
Review & updates	This SWP will be reviewed every 12 months from the date of issue. Revisions will be made in light of new safety guidelines or if operating parameters change.

SECTION 2: PERSONAL PROTECTIVE EQUIPMENT (PPE) THAT MUST BE WORN	
 <p>Enclosed shoes</p>	 <p>Gloves (optional)</p>

SECTION 3: SAFE WORK PROCEDURE	
TASK / ACTIVITY	CONTROL MEASURES / PRECAUTIONS
1. WHERE TO REMOVE THE SPARE WHEEL	
<p>1.1 Before you begin make sure you have the equipment mentioned above.</p> <p>1.2 Remove the spare wheel somewhere flat and smooth (not gravel) with plenty of room to move around the vehicle safely and somewhere that is not busy with excessive pedestrian or vehicle traffic.</p>	<ul style="list-style-type: none"> • Important: If you do not have the correct equipment do not remove the spare wheel. • Place safety cones (from the van) around where you are working to warn approaching people or vehicles that you are working on the van.
2. REMOVING THE SPARE WHEEL	
<p>! Important: These actions must be carried out in the specified order only.</p> <p>2.1 Loosen, but don't remove, the retaining bolt (figure 1 [1]) until it is free but still attached using the wrench from Bunnings.</p>	<ul style="list-style-type: none"> • Important: Do not wear thongs, sandals, or shoes without laces when performing this task. • Make sure the ground is free from stones, glass or other objects that could cut or pierce your skin and clothing.

- 2.2** Unscrew and **remove** the (figure 1 [2]). The spare wheel bracket is now supported by the loosened retaining bolt.
- 2.3** **Extend** the wrench and insert it into the bracket (figure 2a).
- 2.4** Turn the wrench **90 degrees to the left** to secure it in place (figure 2b).
- !** **Important:** Make sure the wrench is secure and be careful not to pull out or move the wrench backwards in order to keep the spare wheel bracket stable.
- !** **Important:** Make sure the wheel doesn't drop to the ground, crushing your fingers or hands.
- 2.5** Hold the wrench with **both hands**.
- 2.6** Lift the wrench upwards together with the spare wheel bracket and guide the wrench to the **right**. The head of the retaining bolt and recess on the spare wheel bracket should be flush.
- 2.7** Guide the wrench **downwards** to the ground with the spare wheel bracket.
- 2.8** Using **both hands** remove the spare wheel by sliding it to the left or right away and out from under the van.

FIGURE 1

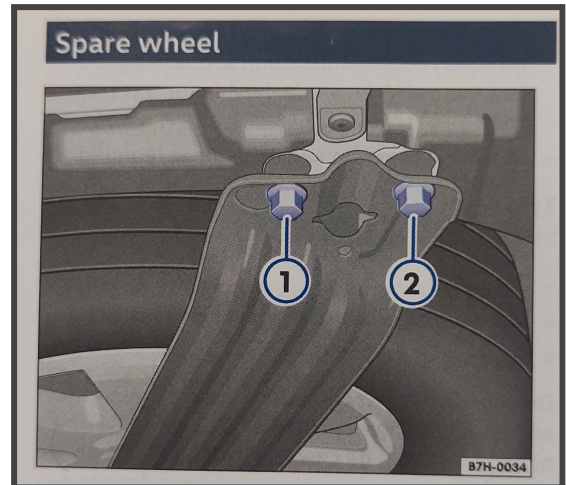


FIGURE 2 A



FIGURE 2 B



3. SECURING THE SPARE WHEEL BRACKET

- 3.1** Once the spare wheel has been removed, fit the wrench back into the spare wheel bracket and turn the wrench **90 degrees** to the left.

<p>3.2 Lift the wrench together with the spare wheel bracket in such a way that the head of the retaining bolt is guided through the recess in the spare wheel bracket.</p> <p>3.3 Move the spare wheel bracket together with the wrench to the left and place it on the retaining bolt.</p> <p>3.4 Screw back in the securing bolt and tighten it with the wrench.</p> <p>3.5 Screw in the remaining bolt and tighten it with the box spanner.</p>	
<p>4. STORING THE REMOVED WHEEL</p>	
<p>4.1 When storing the spare wheel, roll it to its destination.</p> <p>4.2 If you need to lift it make sure you have someone to assist you when lifting the spare wheel.</p>	<ul style="list-style-type: none"> • Be sure to use correct lifting techniques: Standing close to the object with a good stable stance - Bend your knees not your back - Get a good grip and use your legs to lift up. • Ensure you have a second person to help you perform a two-person lift.
<p>5. GENERAL SAFETY</p>	
<p>5.1 Manual handling Manual handling is any task requiring a person to lift, lower, push, pull, or hold something such as lifting and carrying laundry baskets, loading and unloading machines, reeling hoses and getting in and out of our compact vans. It's important you are aware of the correct way to perform tasks to avoid injury. Safe lifting techniques include: Standing close to the object with a good stable stance - Bend your knees not your back - Get a good grip and use your legs to lift up.</p> <p>5.2 19.2 Slips, trips and falls These hazards can be hard to spot and accidents can happen in seemingly safe environments. Injuries may result in sprains, strains, cuts, bruising, back injuries and broken bones.</p> <ul style="list-style-type: none"> • Slips - surfaces can become slippery when the area has become wet, be sure to clean up spills straight away. • Trips - can occur because of uneven ground, hoses, washing baskets, and clutter. Always use trip guards and remove clutter from walkways. • Falls - injuries from falls can occur from any height. When entering the front side or rear doors of the vans always have 3 points of contact as you climb up and down. 	