

Standard Operating Procedure

SOP No.:	SOP2018-005
SOP Name:	Tire Chain Install, Removal and Upkeep
Effective Date:	May 28, 2018
Revision Date:	
Related SOP, Management Directive, Council Policy, Forms	CP2016-012 Non-Emergency Fleet Policy, MD2016-015 Non-Emergency Fleet Services Management Directive

Public Works Standard Operating Procedure

General Introduction

This procedure is developed in conjunction with Council Policies, Management Directives and collective agreements and is considered the procedure to be followed by every employee of the Public Works Department.

Authority

This procedure and its resulting processes have been developed as a result of a decision and commitment by all Public Works Department employees in order to function more consistently as a Team. In the event a specific procedure references applicable legislation or existing Council Policy or Management Directive, those authorities shall supercede divisional influence.

Scope of Application

All regular processes followed by Public Works Department employees will be developed into a Standard Operating Procedure (SOP).

Operational Compliance

All Public Works Department employees shall be responsible to identify, record (where applicable) and comply with Standard Operating Procedures. All Public Works Department employees shall be responsible to comply with the Council Policy or Management Directive and related Public Works Department Standard Operating Procedures and Guidelines.



Procedure Amendments

This procedure will be periodically reviewed and updated; updates will be carried out by the Director of Public Works in consultation with Fleet Manager and Public Works staff members. Any operational situations that cannot be adequately addressed using the prescribed SOP shall be immediately brought to the attention of the Fleet Manager.

Standard Operating Procedure

Administration

This process is to explain the procedures for Tire Chain Install, Removal and Upkeep.

PPE REQUIRED:	SAFETY BOOTS 	EYE PROTECTION 	GENERAL SAFETY GLOVES 
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ACTIONS	DETAILS
PRE-OPERATIONAL SAFETY CHECKS:	<ul style="list-style-type: none"> Alert co-workers in the area that the truck will be locked out while this procedure is ongoing. Apply lock out steering wheel device. If using tire chains on the passenger side front tire, ensure wing is chained in the up position. Ensure tire chains are in good condition with no broken links.
OPERATIONAL PROCEDURE: Front Tire	<ul style="list-style-type: none"> On a flat surface, lay chains out to their full length with knobs facing downward and hooks on the inside of tire. Drive onto chain until tire is approximately in center of chain. Wrap chain around the top portion of the tire fastening the clasps. Use T Handle to turn Cam Locks. Tighten slack by installing bungee spider system across the hub portion of the wheel hooked into the chains. Ensure hooks are pointed away from tire.
OPERATIONAL PROCEDURE: Rear Tire	<ul style="list-style-type: none"> Ensure tire chains are in good condition with no broken links. On a flat level surface, place a wooden ramp block under the front inside dual wheel and drive onto it to raise the wheel off the ground (that set of wheels should be approximately 2-3 inches off the ground).

Standard Operating Procedure

	<ul style="list-style-type: none"> • Lay the chains out to their full length with knobs facing downward placing them under the bottom of the tire and proceed to wrap them around the top portion fastening the clips and hooks to the inside of tire. • Use T Handle to turn Cam Locks. • Tighten slack by installing bungee spider system across the hub portion of the wheel hooked into the chains. • Ensure hooks pointed away from tire.
<p>OPERATIONAL PROCEDURE: Removal of tire chains Front and rear</p>	<ul style="list-style-type: none"> • Secure equipment. • Remove bungee spider system. • Remove fastening clips. • Drive away slowly from tire chains.
<p>POST-OPERATIONAL SAFETY CHECKS:</p>	<ul style="list-style-type: none"> • Inspect for damage, clean and hang on depot wall. • After each use, ensure chains are straightened and hung on appropriate hooks at depot and rust proofing applied. • Alert co-workers in the area that the truck is now not locked out.
<p>NOTE:</p>	<ul style="list-style-type: none"> • Do not use if chains are damaged or clasps are missing and contact fleet services. • Ensure bungee spider system in good condition. • When using tire chains, ensure one front and one set of rear chains are applied at minimum. • When applying rear tire chains in the field follow front tire operational process. • Do not exceed 30KM/h while using tire chains. • Tire chains can be heavy and awkward to install. While this task can be completed by one person, it is recommended that two people complete this task.

Standard Operating Procedure

Front Tire



Rear Tire



Standard Operating Procedure

Revision History:

Revision	Date	Description of changes	Requested By
0.0	2018 05 28	Initial Release	T. Bryant

Staff Sign-off:

Date reviewed by Public Works Department	2018 05 28
Date accepted	2018 05 28
Date of implementation	2018 05 28
Proposed Date of Review	