

SSOW 29: TOP ROLLER REPLACEMENT

Issue Number: 02

Date of Issue: 31/01/2026

Based on: RA12

PURPOSE

To ensure top roller replacement is carried out safely and in a controlled manner, preventing crush injuries, manual handling harm, tool failures, and slips or trips. This SSOW sets out the safe working practices, competency requirements, and equipment standards required to replace top rollers in accordance with RA12, manufacturer guidance, and site-specific rules.

PPE REQUIREMENTS

For this activity, the following PPE must be worn



High-vis Vest / Jacket (BS EN 471)



Safety Boots (EN ISO 20345:2011) (S3)



Safety Gloves (Cut resistant) (EN 420:2003)



Safety Helmet (EN 397:1995)



Safety Glasses (EN 116:2001)



Flame Retardant overalls (EN ISO 11612)

TRAINING REQUIREMENTS

- Competent and authorised fitters only.
- Familiarity with RA12, site-specific procedures, and mobile-repair requirements.
- Manual handling training (RA11) for lifting and positioning components.
- Working at height competence where required (refer to RA20).
- Awareness of safe plant isolation, track support, and exclusion-zone controls.
- Understanding of pre-use checks, PAT/calibration requirements, and defect reporting.

EQUIPMENT REQUIREMENTS

- Suitable hand tools for roller removal and installation.
- PAT-tested and calibrated equipment as required.
- Barriers or cones to segregate the working area.
- Track support equipment and grease gun for tensioning.
- Fitter's van with storage for removed parts and waste.

SAFE SYSTEM OF WORK

- All Lynch personnel must report to site security/office on arrival at any customer site and wait further instruction before continuing.
- Once the fitter has been directed to the area contact must be made with site Black/Grey Hat and confirm if a Point of Works Risk Assessment and Task Briefing is required prior to any mobile repairs/work activities commencing.
- Always communicate with site staff to ensure all on-site risks have been identified, controlled and you have understood any information received.
- Only competent personnel are permitted to carry out mobile repairs and servicing.
- All Lynch personnel are trained in working at height and refer to RA20 if required.
- See RA11 Manual handling. All fitters complete manual handling training.
- Full PPE including safety gloves and glasses must be worn at all times, FFP3 face masks are to be worn as required depending on the work activity.
- Once approved to commence the fitter will ensure that the works area is segregated accordingly. Site must ensure that the works area supplied is adequately controlled and segregated.

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- All vehicle/plant movements must be banked and controlled as required.
- All tools and equipment will be visually inspected prior to use. Any defects found fitters must ensure that these are not used and quarantined until replaced in the depot workshop.
- All tools and equipment will be subject to PAT and calibration testing as required.
- Good housekeeping must be maintained at all times.
- Once all checks of the area have been completed and permission to commence has been provided from the customer. The fitter will park the plant machine in the safe working area provided.
- The machine will be set up into position for repairs.
- The engine will then be powered off and the isolator switch engaged. Keys must be removed to prevent unauthorised starting of the engine.
- The grease nipple will be removed and all grease removed from the track.
- The track will be supported up.
- Remove damaged roller and replace in line with manufacturer instructions and training.
- Repairs conducted.
- Remove support from track.
- The fitter will then grease up the track to the correct tension.
- A test of the engine will be conducted by the fitter, should the repair fail, the process will be repeated.
- Upon completion the parts will be loaded into the fitter's van for disposal.
- All tools and equipment must be removed and the area cleared of any waste.

IDENTIFIED RISKS

The SSOW above has been compiled after identifying the following risks from this activity

- Slips, trips and falls
- Musculoskeletal injuries from manual handling activities
- Incorrect use of tools/equipment resulting in personal injuries
- Failure of tools/ equipment resulting in personal injuries
- Hand injuries

FOR MORE INFORMATION, PLEASE REFER TO RISK ASSESSMENT RA12

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