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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Purpose:** | | | | | To ensure team members participate good safety practices whilst using the Baler Recycling Station | | | | | | | | | | | |
| **Responsibilities:** | | | | | All Personnel | | | | | | | | | | | |
| Personal Protective Equipment | | | | | | | | | | | | | | | | |
| **Safety Glasses** | **🗹**  **Gloves** | | **🗹**  **Safety Footwear** | | | **Ear plugs/Muffs** | **Face shields** | | **High Visibility Vest/Clothing** | **Safety Hat** | **Safety Harness** | **Protective Clothing** | **Safety Mask** | | **OTHER**  **Cold and Weather protection as required** | **NO PPE REQUIRED** |
| **Pre Start Checks** | | | | | | | |  | | | | | | **Potential Hazards** | | |
| * Dressed appropriately for work with correct PPE * Check for blockages * Check that all covers and guards are intact\* * Check that there are no oil leaks on the machine\* * Check that the electrical supply cable is intact and properly protected against impact\* * Closed toed non slip shoes * Work area clear to operate safely * Floor clean and free of spillages * Fit for work * First aid kit on hand   \*If any faults are discovered in the functions listed above, the machine must not be used until it has been repaired by authorised service personnel. | | | | | | | |  | | | | | | * High hydraulic pressure * Electrical * Manual handling * Clearing blockages | | |
| Procedure | | | | | | | | | | | | | | | | |
| Steps | | Instructions | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | |
| **1**  **Plan the work** | | | | * DO NOT operate the machinery without training on the control panel, operations manual and safety features * Undertake all prestart checks * Ensure you are wearing any required PPE (closed shoes), roll up sleeves, all loose clothing and tied back loose hair and clothing. * Check other activity in the vicinity - Only the operator is allowed in the machine working area | | | | | | | | | | | | |
| **2**  **Conduct the work** | | | | * Prepare the machine with baler strapping wire * Place the waste evenly distributed in the chamber * Pull the compaction unit over the waste using both hands * Press the lever for an automatic press cycle * Pull the strap over the waste and cut * Place a pallet/trolley and eject the cardboard bale onto the pallet/trolley. * NEVER leave the recycling station unattended * Turn off the machine once task is complete | | | | | | | | | | | | |
| **Safety tips** | | | | * Never climb on the machine * Do not work inside the machine * Use both hands when pushing the press unit over the next chamber * Do not fill higher than 100 mm from the top of the chamber * DO NOT overfill the chamber * Use only the straps recommended by the machine manufacturer * To clear trapped waste disconnect the machine | | | | | | | | | | | | |

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| Training | | trainee I acknowledge and understand the SWP and the training I have received.  Trainer: The trainee has been told and **shown** what a compliant standard looks like when conducting this task safely, the key risks have been emphasised, and the requirements of the process have been clearly communicated. | | |
| Trainee Name: | | Trainee Signature: Payroll Number: Date: | | |
| Trainer Name: | | Trainer Signature: Payroll Number: Date: | | |
|  | |  | | |
| Competency | trainee: I have the knowledge and skills to undertake this task confidently and safely.  Trainer: The trainee has demonstrated confidence, understanding and competency in conducting this task safely. | | | |
| Trainee Name: | | | Trainee Signature: | Date: |
| Competent Person: | | | Competent Person Signature: | Date: |