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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
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| 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
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| **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
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| **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: |