Bath & North East Somerset Council

Waste Services – Collection Service

SSOW 19 – *Safe Systems of Work – Cardboard & Paper Baler*

DATE ISSUED:	June 2013
PREVIOUS REVIEWS:	April 2013, October 2015
ISSUED BY:	Martin Hellyer
IN CONSULTATION WITH:	Rob Hitchens, Pete Wakenshaw, Geoff Dicker, Laura Gibb, Senior Supervisor, Kate Meopham, Technical & Projects Officer.
REVIEW DUE:	October 2016

1. Activity

This Safe System of Work provides information on the use of the Cardboard and Paper Baler at the Midland Road depot and should be read in conjunction with the Baler Operator Instructions, SSOW 01 – General Requirements Waste Collection, SSOW 04 – Personal Protective Equipment, SSOW 14 – Electrical Equipment, SSOW 17 – Lifting Operations and Lifting Equipment and SSOW 18 – Management of Contractors.

2. Persons at Risk

Loaders
Drivers
Contractors and Visitors

3. Hazards

Contact with moving vehicle
Contact with Lifting, Tipping and Compaction Equipment
Fire
Electric Shock or Electrocution
Manual Handling
Medication, alcohol and drugs

4. Operation

The baler currently processes Cardboard and Paper.

Incoming materials are unloaded onto the floor of the bay and loaded into the baler chamber by loading shovel/forklift. Only trained authorised persons are allowed to enter the bay.

The baler is an automatic baler that will compress the cardboard in to a ‘mill’ size bale. Once there is sufficient material in the baler to make a bale, the baler will automatically stop.

Cardboard bales will be tied up automatically using steel wire.

Once the bales are ejected they are then transferred to a designated storage area by a forklift truck with a bale clamp attachment.

5. General Procedures

Only trained employees and agency staff are permitted to use the baler equipment. Operators must understand the operation of the compaction controls including the location of the emergency stop buttons.

Incorrect use of the baling equipment could cause serious injury and must be treated with care. Always adhere to the operating instructions

In the materials bay, forklift and vehicle movements are a high potential for accidents. Barriers must be erected around the working space to prevent people from entering the area. No one should be in the bay when vehicles and/or plant are tipping.

The baler control station must remain locked with the power turned off and keys removed when not in use. Once turned on and in automatic mode, the baler MUST NOT be left unattended.

Do not use or attempt to use the machinery if: unwell; or on medication which may effect driving or the use of machinery; or under the influence of alcohol or drugs.

Only fully trained competent operators with appropriate certification are permitted to use the forklift trucks and/or loading shovel.

Under normal operating conditions NEVER enter the baler chamber. Should the need arise to enter the chamber due to a blockage, cleaning or maintenance the **Isolation Procedure** must be followed.

The Baler must be locked off and isolated when there is any maintenance and /or cleaning.

Great care is to be taken around the bale discharge area, specifically in the bale tie area and the bale tie feed area. Only trained operators are allowed in this area.

Bales should be stored no more than 4 in height and stored away from emergency exits, fire routes etc.

Ensure that the extraction fans are turned on during baling operations.

6. Housekeeping

When baling operations are completed ensure that the operating area and area adjacent to the baler are swept and tidy of discarded material to minimise the risk of fire.

Good housekeeping is key to a safe operation.

7. Isolation procedure

This procedure has been formulated to prevent the un-intentional operation of the baling equipment during maintenance, cleaning or the removal of a blockage.

The un-intentional starting of the equipment during maintenance, cleaning or clearing a blockage has the potential for a severe injury to persons working on the machine or causing extensive damage to the machine.

The baler line MUST be isolated from the mains electrical supply by turning 'OFF' the main isolator switch on the control panel. Then remove the control voltage key.

Once the equipment is isolated the operative may then access the baler chamber to clear blockage, carry out maintenance, etc.

Any additional staff assisting will be under the supervision of the operator holding the control voltage key.

The baler MUST be isolated:

- If a defect is found during the start-up inspection
- Prior to any maintenance / repair being performed on the machine
- Prior to the opening / removal of any guards
- Prior to any internal inspection of the machine
- To clear a blockage

8. Personal Protective Equipment

Some clothing is issued as uniform however the following is PPE and must be worn:
- Protective footwear (with steel cap toes)
- Hi-Viz top

- Gloves

- Eye protection, dusk masks and hearing defenders are available if required by the operator.

9. Accidents

All accidents, near misses, hazardous conditions and incidents of violence or abuse are to be reported to the Supervisor or Manager as soon as possible.

First Aid boxes are situated at the Depot Offices. The First Aid boxes are labelled with a white cross on a green background

10. Training

Training includes:
- Safe Systems of Work at Induction
- Manual Handling
- Vehicle Reversing
- Controls and use of baler
- First Aid
- In house training on safe working practices repeated at least 2 yearly

Related Documents	
	Reference:
Risk Assessments	
Safe Systems of Work	SSOW 01
	SSOW 04
	SSOW 14
	SSOW 17
	SSOW 18
Procedures	P18