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 a semi-automatic baler that will compress the cardboard into 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 manually using steel wire by the baler operator.

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 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 3 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. The control box should then be locked with the ‘Isolation’ padlock stored in the control box. This special ‘Isolation’ padlock only has one key, therefore the operator isolating and locking the control box will be the only person able to gain access to restore the power.

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 isolation 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

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