

## SOP - Cardboard Compactor

**DO NOT use this plant\* unless you have been inducted in its safe use and operation by an Authorised Experienced Operator**

This SOP may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant. Site and task may change required PPE.

### PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Hand protection must be worn



Foot protection must be worn



Long and loose hair must be contained or covered

### POTENTIAL HAZARDS AND RISKS



#### Entanglement

Entanglement in moving parts



#### Struck by Moving Object

Struck by moving object due to work pieces being ejected



#### Manual Task Injury

Manual task injury from incorrect manual handling techniques



#### Crushing

Crushing due to being trapped between plant and fixed structure



#### Cutting, Stabbing or Puncturing

Injury from contact with moving parts



#### Slip, Trips, Falls

Slip, trip, fall due to workspace and walkways not being made clear



#### Electrical Shock or Burn

Electrical shock or burn from plant contact with live electrical conductors

### PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment.
- ✓ Ensure you are familiar with plant operations and controls.
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturer's guidelines.
- ✓ Check to ensure that nobody is inside the compactor prior to use.
- ✓ Check power lead is in good working order and does not create a trip hazard.
- ✓ Ensure plant is stable and not at risk of tipping over

### OPERATING PROCEDURES

- ✓ Ensure no person is endangered when operating, only operator should remain inside work zone
- ✓ The selector must be on single cycle during operation and when ejecting a bale.
- ✓ Open both top and bottom doors, pull twine from middle of roll and feed through the top hole from outside first then out from second hole and back into the bottom hole
- ✓ Go to front of machine then pull the twine through
- ✓ Insert twine in to the holding guides and leave approximately 300mm outside the machine, do the same for all twine feed hole sets.
- ✓ Place rolls behind compactor ensuring there is no trip hazard created, twine will continuously feed.
- ✓ Close the pressure door and lock it with door locking device.

- ✓ Open loading door and feed in material until compactor is full.
- ✓ Close loading door, ensuring that the material is evenly loaded in the chamber.
- ✓ Press the start button, the ram will travel down compacting the material then it will return to the top position.
- ✓ Turn the selector switch to "Down Only" and press the start button. The ram will travel down and stop, it is then safe to open the doors.
- ✓ Unplug the power, open both the loading and pressure (bottom) door.
- ✓ For cord/twine, for LG & 1.5 models pull the twine through, cut it and feed under the ram cross bar and tie up. Pull the ejector strap off the holding bar and place it on the hook on the back of the ram.
- ✓ For 2.25 models open top and bottom pressure door. Feed twine through slots at rear of machine and through the spaces underneath the ram. Tie it off tightly in front. Stand aside and hold fingers on both Up buttons to send ram to the top.
- ✓ Ejecting Bale - LG & 1.5 models
  - Where appropriate position a pallet on the ground in front of the machine so that when ejected, the bale will be easily manoeuvred.
  - Turn selector switch to single cycle.
  - Stand aside and push both up buttons 1&2 together at the same time and keep pushing buttons until bale ejected.

- Once bale is removed place the ejecting strap back in its holding hook position.
- ✓ Ejecting Bale 2.25 - models
  - Where appropriate position a pallet on the ground in front of the machine so that when ejected, the bale will be easily manoeuvred.
  - Press forward tilt button and bale will be automatically pushed out slowly onto pallet.
  - Once bale is ejected press back tilt button to send the ejector back into place.
- ✓ Remove bale using a pallet truck or forklift. Before making adjustments bring plant to a complete standstill and isolate. Adjustments should only be made by appropriately trained staff

### **ENDING OPERATIONS**

- ✓ Allow plant to cool before performing any maintenance or cleaning which should only be carried out by appropriately trained staff
- ✓ Ensure plant is in good working order and stored in the appropriate location

### **DO NOT**

- ✗ Do not open any doors whilst compacting is occurring, this will automatically cause safety system to shut down the compactor.
- ✗ Do not over tighten ratchet (overtightening may cause it to break).
- ✗ Do not use if plant is faulty. Attach a DO NOT OPERATE tag and report fault to your supervisor
- ✗ Do not attempt to interfere with any of the covers, switches, doors or any other part of the machine including any covers which are marked with the signage "Warning – Dangerous Electrical Current" they are only to be removed by technicians after electrical feed is switched off.
- ✗ Do not leave plant running unattended.
- ✗ Do not stand in front of the compactor when the bale is ejected.
- ✗ Do not place solid items e.g. bricks, pieces of wood, metal etc, liquids or toxic material or potentially explosive material in the compactor
- ✗ Do not use mobile phone while operating plant.

\*Plant in this SOP refers to any machinery, equipment, appliance, container, implement and tool.