

13.07.01

DESCRIPTION:

JOB SAFE PRACTICES
Stockroom – Converting cartons to bales – BALE PRESS

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
While standing, be aware of the open door after picking up cartons. Be aware of pedestrians.	Hitting open door	Bruises	Store and Department Management – To inspect and maintain equipment and to inform, instruct, train and supervise staff. Store staff – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment. All staff – To identify and report unsafe conditions and implement the tag procedure. Note – This Standard Operations Procedure highlights the critical safety hazards when using and clearing blockages from the bale press. Before using the bale press staff must be trained and familiar with the Bale Operating instructions.
Ensure the cut-off switch on the door is in place and working correctly. Ensure the machine stops when the door is opened.	Unexpected operation when loading	Entrapment, crushing	
Observe the manual handling techniques when removing bales from the press. Manual handling JSP Use the stock trolley to transport bales through the stockroom. Pallet mover JSP	Manual handling-moving heavy loads	Sprains, strains	
Ensure the power is switched off before you clear blockages.	Unexpected operation when clearing blockages	Entrapment, crushing	

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