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| **Safety Task Card** |
| **POR 10** | **Use of the cardboard baler**  |
| **Workplace Safety Hazards** |
| What are the hazards? | How might they be harmed? |
| Contact with moving parts of the baler Electrical HazardsManual handlingPotential injury from moving vehicles Movement of roll cages Trips and falls from discarded boxes /cablesContact with discarded sharps | CutsCrushing injuriesAmputation of hands/fingersElectric shocksBack and muscle strainRoad traffic injuries Bruises Infection and bloodborne viruses |
| **Safe System of Work** |
| * Equipment only to be used and cleaned by trained persons who are 18 years of age or over.
* Baler to be used, cleaned and maintained in accordance with manufacturer's guidance where available
* Equipment to be fitted with all necessary guards and safety interlocks, which must be in good working order.
* All operating switches to be conveniently accessible to the user
* Only waste items for which the baler is designed to compress are to be placed into the machine, e.g. no aerosol cans or other pressurised containers.
* A sign to be displayed adjacent to the machine and in view of the operator stating, “Unauthorised persons not to use this machine”.
* Cardboard baler to be isolated from the power supply before cleaning and before attempting to remove any obstruction.
* The area around the baler to be maintained in a clean and tidy condition.
* Implement the manual handling safety precautions.
* Suitable safety gloves to be worn to prevent cuts from the cardboard being broken down before baling.
* All personnel working in the area to be provided with high visibility jackets.
* All personnel working in the area must wear suitable safety footwear with steel toe protection.
* Limited space in the area around the baler –cages to be stored to prevent blocking access to the roadway.
* When not in operation, the machine must be isolated at all times
* Keys for the operation must be removed, when not in attendance.
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| **Site Specific Actions**List any actions required in addition to the above safe system of work |
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| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. |
| Unit Manager Name | Signed | Date |

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| **Safety Card Training Record** |
| **POR 10** | **Use of the cardboard baler** |
| I confirm that I fully understand the risks and control measures associated with the taskand that I will follow the Safe System of Work at all times.  |
| Operative Name | Signature | Date |
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