

Machine Safety Training Cardboard Baler

Location: _____

Trainer: _____ Date: _____

Equipment Model: _____

Topics Covered (Agenda)

- Review risk assessment
- Required qualifications
- Required PPE
- Operating Instructions

Associate Name (Type or Print Clearly)	Signature	Qualification Level		
		Basic	Operator	Setup

By signing this Training Record Card, you are confirming the following:

I have attended the training and have an understanding of the topic and content covered. I am confident that I am able to operate this equipment safely. I will follow all safety precautions when I operate this equipment. I will stop any person from operating this equipment if they are not qualified or if I know that they are not qualified.



Machine Safety Training Cardboard Baler

Equipment	Cardboard Baler	Date Completed	3/8/2018	
Location	Oak Creek and Buffalo Grove	Assessor	D. Thurwanger	
Persons at Risk & Task	Operator, other personnel within fall zone of bail while unloading			
IDENTIFY HAZARDS	SEVERITY	PROBABLE FREQUENCY	RISK SCORE	CONTROLS
Consider such hazards as: slips, trips & falls; burns; chemicals; falling from height; fire; electrocution; amputation; suffocation; noise; crushing; gas; poisoning; fracture; dislocation; strain; sprain; machinery; vehicles; tools; animals; weather; young persons, horse play etc Include daily and occasional activities. Score 'severity' as the type of accident that could happen in a 'worst case scenario' with no controls in place. Score 'probable frequency' as the likely frequency of an accident with current controls in place.	1 Negligible 2 Minor injury 3 Major injury 4 Single death 5 Multi-death	1 Improbable 2 Possible 3 Occasional 4 Fairly frequent 5 Frequent 6 Certainty	Severity multiplied by Frequency	
Slips, Trips & Falls				
Wet/Greasy Floors	2	2	4	Clean up spillages
Boxes/Bags left in walkways/corridors	2	2	4	Place in stores
Placement of skid when unloading	2	2	4	Stand to side of bailer when operating control
Cuts/Lacerations				
Sharp objects in boxes/ Paper cut from edges of boxes	2	2	4	PPE gloves observe waste segregation
Strains & Sprains Manual Handling				
Carrying cardboard boxes	2	3	6	Do not over load, use Manual handling techniques
Chemicals				
Exposure to hydraulic oil	2	2	4	Clean spills Report leak to Manager
Crushing Fracture / Dislocation				
Crushing from Platen	4	2	8	No Yaskawa associate to enter machine No Service without verified Lockout/Tagout
Crushing from Bale	3	2	6	Qualified operator stands at control free from landing area Verify no personnel enter landing area
Pinch point – Operating doors	2	3	6	Keep one hand on door handle and free hand in pocket or at side
Struck by				
Falling box while loading	2	3	6	PPE



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				Control loading Do not overload prior to compacting
BG – Open Doors	2	4	8	Awareness >> Need to develop method to secure
OC Door	2	2	4	Keep one hand on door handle and free hand in pocket or at side
Falling Bale during eject procedure	4	2	8	Stand at control box during eject process, keep all associates clear.

Required Qualifications

There are three levels of qualification:

1. Basic

Qualified to place cardboard into baler.

Primary Instructions

- Only cardboard
- Balanced load

2. Operator

Qualified to place cardboard into baler and operate baler to compress load.

Primary Instructions

- Same as Basic
- Operating baler to compress load

3. Set-Up

Qualified to place cardboard into baler, operate the baler, eject the load, set up the machine for next use. Simple jams can be cleared with tool. Do not stick arm inside of baler at any time.

Primary Instructions

- Same as Operator
- Inserting baling wire
- Tie baling wire
- Eject load onto skid
- Prepare machine for next load

Required PPE

- Safety glasses with side shields
- Safety Shoes
- Gloves (Not required for throwing in a few boxes (less than 5))



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Operating Instructions

Training Steps (Trainer should teach the associate these steps and observe the associate to verify understanding and competency)	Basic	Operator	Set Up
1. Review Risk Assessment	X	X	X
2. Review Qualification Levels	X	X	X
3. Review required PPE	X	X	X
4. Review warning labels on baler	X	X	X
5. Show operating panel, the purpose of each control, and operation of the control		X	X
6. Trainee properly demonstrates operating baler		X	X
7. Review method to install baling wires			X
8. Trainee demonstrates installing baling wires			X
9. Review method for ejecting bale			X
10. Trainee demonstrates ejecting bale			X
11. Review method for cleaning machine			X
12. Trainee demonstrates cleaning machine			X
13. Review method of using a tool to clear simple jams			X
14. Trainee demonstrates using a tool to clear simple jams			X