

Method Statement

Task/Activity	Baler operations	
Next Review Date	01.08.2026	
Originator	Keith Carver	Reviewed by: Keith Carver
Site	Fulham Road, Fulham, London	
Site Manager	Grant Lewis	
Date	31.07.2025	

Scope of Works

This details the method to be used when carrying out recycling using a baler

Background / Training Required

Competence of carrying out cleaning activities, training on safe use of a site specific balers

Safety Equipment and PPE required

Protective clothing Workwear - No Standard		Safety footwear BS EN ISO 20345:2011 Safety footwear Classification I, S3	
Gloves Nitrile general protective gloves		Hi visibility BS EN 471:2003 +A1:2007 High visibility clothing	
Eye protection BS EN 166:2002 Personal Eye Protection			

Tools and Equipment Required

Baler		Cardboard	
Broom		Shovel	

Method of Works/Safe System of Works	Risks/Hazards/Controls/Notes
Planning - Operatives to operate equipment as per manufacturer's instructions at all times. - Obtain the baler security key.	

3. Attend to the location of the baler. 4. Fill in, sign and return to manager/ supervisor the relevant check sheet prior to starting to use the equipment following inspection prior to use. 5. Report any damages/ faults to manager/ supervisor for action and do not start work until the equipment had been fixed or replaced. 6. Ensure full PPE is worn during the baler operation 7. Operatives to ensure that all equipment safety devices are inspected prior to use to confirm that they are operational. 8. Under no circumstances must safety devices be over-ridden, by-passed or tampered with. 9. Do not remove any fitted guards under any circumstance. 10. If there are any parts clogged you must ensure the baler if turned off, the power is disconnected before reporting this to manager/ supervisor of the maintenance team. Do not attempt to fix the problem unless qualified to do so. Safe Working Method 11. Flatten the cardboard and place in the baler. 12. Ensure that enclosure doors are correctly closed and secure. 13. Activate the compression ram from control panel. 14. Continue till a bale is formed. 15. Using the manufacturers procedures, tie the cardboard bale. 16. Once complete, tilt the cardboard bale from the baler. 17. Move the cardboard bale to the storage area following correct and safe manual handling techniques as per the instruction in the manual handling assessment. Completion 18. Brush the area and using a shovel, empty the waste into a waste bin. 19. Ensure equipment is cleaned down. 20. Isolate equipment and remove keys. 21. Ensure baler is secured with no access from unauthorised personnel. 22. Return keys.	1. Use safe walkways to access baler 2. The circumstances of the fault must be reported to the Site Manager / Supervisor so that repairs can be affected. 3. Only cardboard should be baled
--	---

Environmental Impacts	All waste disposal must be carried out in accordance legislation and the site procedures
------------------------------	--

	Safety No. FMS24A Method Statement	File: H&S Site Pack
Emergency Arrangements	If Lone Working, follow the ABM procedure for Lone Working. First aid available with the security team. 2 way radio to be with staff carrying out the task.	