

Method Statement

Task/Activity	Operating compactors	
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 waste management tasks using a compactor

Background / Training Required

Competence in undertaking cleaning activities, training on safe use of the site specific compactor

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

Compactor		Waste Bin	
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 compactor security key if necessary. - Attend to the location of the compactor. - Fill in, sign and return to manager/ supervisor the relevant check sheet prior to starting to use the equipment following inspection before use. - Operatives to ensure that all equipment safety devices are inspected prior to use to confirm that they are operational. - If, after fully inspecting the equipment a fault is found that could compromise the safety of the operative and others the equipment must not be used. - Report any damages/ faults to manager/ supervisor for action and do not start work until the equipment had been fixed or replaced. - Ensure full PPE is worn during the compactor operation as instructed above. - Under no circumstances must safety devices be over-ridden, by-passed or tampered with. - Do not remove any fitted guards under any circumstance. - If there are any parts clogged you must ensure the baler is 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 - Manoeuvre rubbish bin into position for compactor arm to lift. - If bin is too heavy to move, request assistance. - Ensure correct manual handling techniques are followed at all times. - Ensure that rubbish bin is securely held and locked into position by compactor's arm. - Ensure that enclosure doors are correctly closed and secure. - Activate equipment from control panel. - When emptying cycle completed, remove bin. - Follow actions 12-19 until task complete. Completion - Isolate equipment and remove keys - Brush the area and using a shovel, empty the waste into a waste bin. - Ensure equipment is cleaned down. - Return keys.	- Use designated pedestrian walkways for access and egress - The circumstances of the fault must be reported to the Site Manager / Supervisor and the Client Representative as soon as possible so that repairs can be affected. Do not compress liquids, do not compress absolute solids, do not compress glass.
---	--

Environmental Impacts	All waste disposal must be carried out in accordance legislation and the site procedures
Emergency Arrangements	If Lone Working, follow the ABM procedure for Lone Working 2-way radio is provided to staff while at work.

	Safety No. FMS24B Method Statement	File: H&S Site Pack
	First aid is available with security.	