

BALING PRESS & CONVEYOR SAFETY AUDIT CHECKLIST

Depot: _____ Date: _____

Auditor: _____ Press: _____ Serial No: _____

Conveyors

Note: All items marked in **red boxes** are essential safety items (ESI's) and **must** be fitted and operational on your equipment.

SECTION 8 RECOVER PAPER SAFELY

REMARKS	COMMENTS
1. Is the edge of the conveyor clearly marked out to help prevent falls into the conveyor pit by people or mobile plant?	
2. Are the Floor plates secure and slip resistant.? Is the condition of the belt acceptable?	
3. Does electrical isolation of the conveyor(s) include electrical isolation of the press? Comment on isolation device	
4. Do all emergency stop devices stop both the conveyor(s) and the press? Including the main ram?	
5. Are all emergency stop devices readily accessible from all working areas and suitable locations?	
6. Are checks of all emergency stop devices recorded? describe/list how these are undertaken.	
7. Are the goal posts and pull cords arranged to ensure they are not more than 3m apart, and cover the full length of the conveyor belt?	
8. Are checks on electronic detections systems recorded daily?	
9. Does the conveyor have fixed guarding on the underside of the conveyor to prevent access to in-running nips ?	

NOTE: Emergency stop devices include Emergency Stop Buttons, Trip Wires and Safetech or other personnel detection systems etc.

Access to baling chamber

	REMARKS	COMMENTS
S E C T I O N 8 R E C O V E R P A P E R S A F E L Y	1. Can the power supply to the Baler and Conveyor be readily turned off, isolated and locked? Is the main electrical panel locked?	
	2. Can access to hopper or bale chamber be made without locking off press?	
	3. Is there a permanent platform (at least 1.1 metre below top of hopper)? If No, describe how access is achieved to the hopper.	
	4. Does the platform have a fixed access ladder? Is the access to the ladder controlled by a permit to work, fixed guarding or captive key systems?	
	5. Does the platform or conveyor include anchorage points for a personal harness, and are the anchor points tested and a certificate issued	
	6. Is a Harness provided and used? If yes, list the inspection dates of equipment and training undertaken in the use of harnesses	
	7. Distributor/Ruffler. If the access door is large enough for operator access, it must be interlocked to the main ram. Describe what is fitted	
	8. Distributor/Ruffler, does the interlocking system prevent the Distributor/Ruffler from starting up outside the bale chamber?	
	9. Is there a safe system of work for the removal and clearing of blockages in both the hopper and the bale chamber?	

Other Bodily Access Points

SECTION 8 RECOVER PAPER SAFELY

REMARKS	COMMENTS
1. Are all openings including small hand access points effectively guarded, list what controls access (i.e. captive key or interlocks)?	
2. Is a permit to work procedure used for remedial work on the press? Is this issued to own staff and contractors?	
3. Does the permit to work incorporate isolation / Lock off procedures and are records kept?	
4. Are frequently used access points fitted with interlocked guards?	
5. If a key exchange system is used (e.g. Castell) does it cover all frequently accessed panels or guards?	

Access to Moving Parts

REMARKS	COMMENTS
1. Is access prevented to needles and wire tying mechanism by the use of fixed or interlocked guards? Are Needle Pit Guards interlocked?	
2. If access is required underneath needles during maintenance or wire threading, is there some means of securing needles in place to prevent uncontrolled movement.	
3. How is the wire threading achieved? And are there suitable access steps or platforms to thread the wires onto the spool frame and onto the baler?	
4. How is the Pre-press prevented from moving during blockage clearing and maintenance	

Personnel

S E C T I O N 10	REMARKS	COMMENTS
	1. Are all personnel involved with the operation of the press trained in the operation?	
	2. Have all personnel been issued with the relevant Safe Systems of Work. e.g. Press, lock off, Safetech etc	
	3. Have all personnel been issued with personal padlocks to facilitate lock off procedures?	

Maintenance

S E C T I O N 8	REMARKS	COMMENTS
	1. Is recorded Planned Preventative Maintenance undertaken? Who by and at what frequency	
	2. Are all service records available, and have actions or recommendations been completed?	
	3. Are all operator daily checks carried out and defects actioned?	
	4. Is there evidence of the completion or rectification of defects or recommendations from manufacturer or service agent?	
	5. Are hot work procedures in place and is there suitable fire fighting systems in place when undertaking hot work on plant and machinery?	

Comments and Action Plan

(Continue overleaf, if necessary)

Location Managers Comments

Auditor's Signature:

Location Managers Signature:

Action Plan Complete Date:

Signed: