

Annex 3 HTA Example

Preconditions:
Trained personnel;
Supervision;
Access to office required.

Plan 0:
Do 1 to 5 in order

0. Clear blockage at top of baler hopper

1. Identify that blockage has occurred.

2. Make baler safe.

3. Access hopper hatch.

4. Remove blockage

5. Reinststate baler

Plan 2:
Do 2.1 to 2.3 in order

Go to page 2

Go to page 3

Not completed

2.1. Isolate power to baler operating panel

Plan 2.1:
Do 2.1.1 to 2.1.3 in order

2.2. Isolate mains electrical supply to baler and conveyor

Plan 2.3:
Do 2.3.1 to 2.3.3 in order

2.3. Secure baler operating panel key

2.1.1. Walk to baler operating panel

2.1.2. Turn key to off position

2.1.3. Remove Castell key

2.2.1. Walk to mains supply cabinet

2.2.2. Turn mains supply switch off

2.2.3. Get padlock from lock off point

2.2.4. Put padlock on mains supply

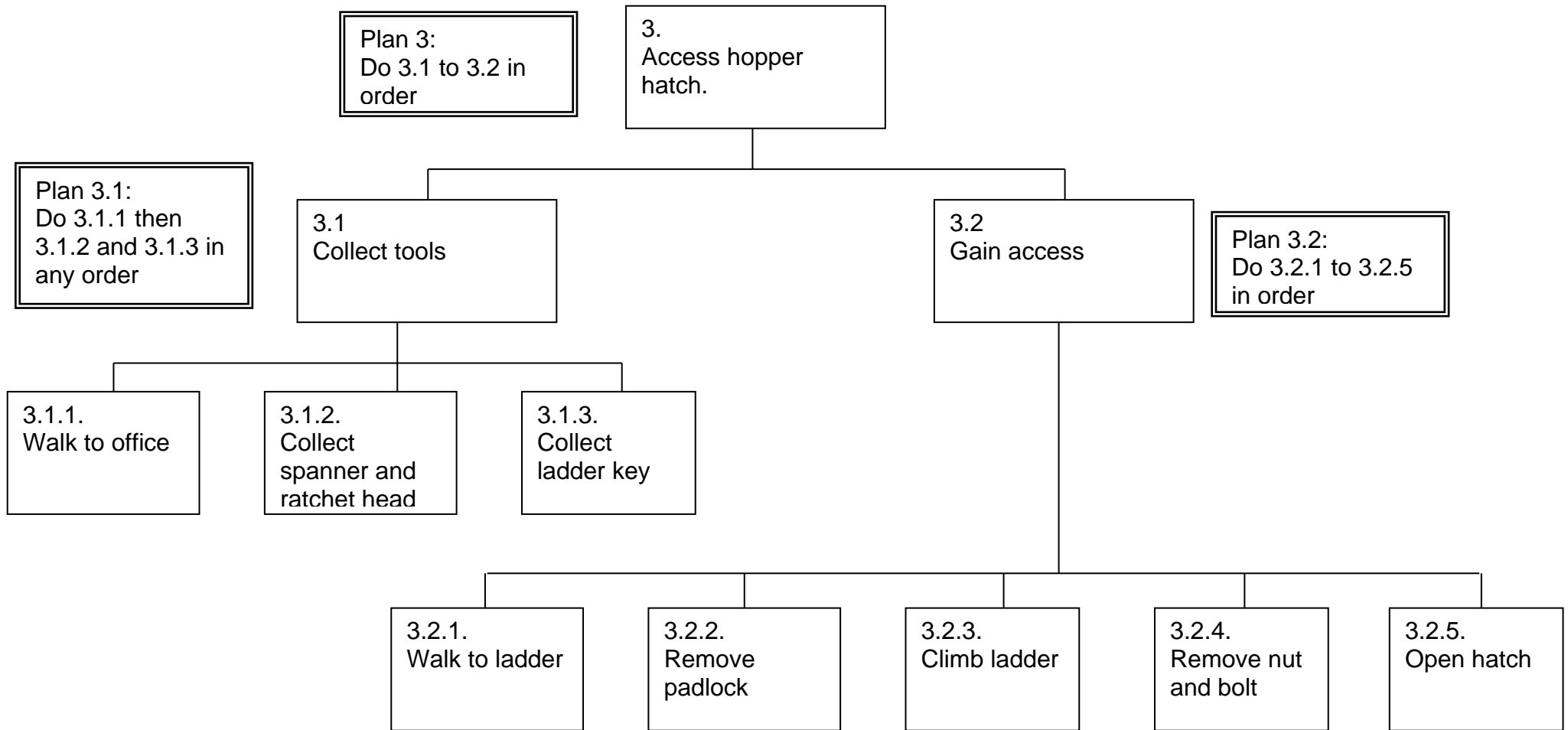
2.2.5. Remove padlock key

Plan 2.2:
Do 2.2.1 to 2.2.5 in order

2.3.1. Insert key in Castell key safe

2.3.2. Turn key to locked position

2.3.3. Remove Castell key



Plan 4:
Do 4.1 and 4.2. If blockage not cleared after 3 hrs do 4.3. If still unsuccessful, consult manager and do 4.4. When blockage cleared, go to 5.

4.
Remove blockage

Plan 4.3:
Do 4.3.1 to 4.3.2 in order

4.1.
Pull out material resting on bridge

4.2.
Use metal pole to push bridge corners

4.3.
Clear material from within hopper

4.4.
Remove materials from top of conveyor

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Plan 4.3.1:
Do 4.3.1.1 to 4.3.1.5 in order

4.3.1.
Prepare for entering hopper

4.3.2
Clear blockage

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4.3.1.1.
Climb down ladder

4.3.1.2.
Call for assistance

4.3.1.3.
Collect fall arrest harness

4.3.1.4.
Check harness for faults

4.3.1.5.
Put harness on

