

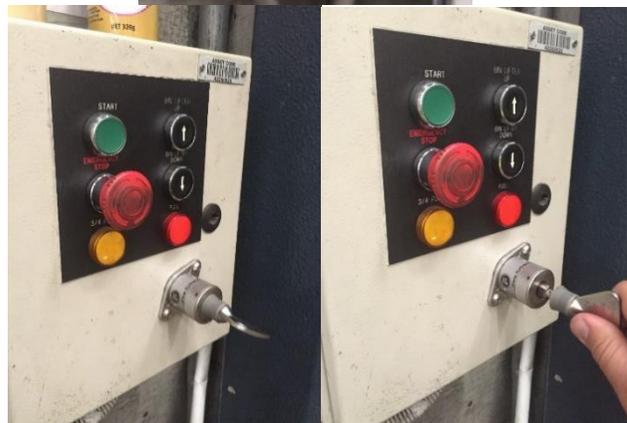
SWMS Title:	Use of Compactor	Description of Task / Activity:	Use of Compactor
Partner Site:	All Partner Sites		
SWMS prepared by Jennifer Hoffman	Position: Regional HSE Manager QLD/NNSW	Date: 06/12/2021	SWMS reviewed by Paul Nichols
Authorisation:			
Authorised by: Operational Business Unit Manager or Delegate		Date: 06/12/2021	

Hierarchy of Control	Risk Matrix																																																																																																							
	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #e6f2ff;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="5">RISK ASSESSMENT PROCESS</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="2">Step 1 Determine Probability</th> <th colspan="3">Step 2</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th colspan="2" rowspan="2">LIKELIHOOD</th> <th colspan="3">CONSEQUENCE</th> </tr> <tr style="background-color: #0070c0; color: white;"> <th>PERSON</th> <th>ASSETS</th> <th>ENVIRONMENT</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">Practically impossible</td> <td style="text-align: center;">1</td> <td>Minor Near Miss</td> <td>Under \$500 Damage and Minimal Productivity Disruption.</td> <td>No Damage</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">Not Likely to Occur</td> <td style="text-align: center;">2</td> <td>First Aid Treatment Injury</td> <td>\$500–1000 Damage and/or Slight Production Disruption.</td> <td>Minor Damage</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">Unusual but Possible</td> <td style="text-align: center;">3</td> <td>MTI or Short Term LTI</td> <td>\$1000–5000 Damage and/or Production Disruption.</td> <td>Reversible Damage</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">Quite Possible</td> <td style="text-align: center;">4</td> <td>Long Term LTI</td> <td>\$5000–10,000 Damage and/or Project Contingency Plan Required.</td> <td>Serious Damage</td> </tr> <tr> <td style="text-align: center;">E</td> <td style="text-align: center;">Almost Certain</td> <td style="text-align: center;">5</td> <td>Fatality, Permanent Disability</td> <td>More than \$10,000 Damage and/or Large Reorganisation of Project.</td> <td>Major Damage</td> </tr> </tbody> </table>	RISK ASSESSMENT PROCESS					Step 1 Determine Probability		Step 2			LIKELIHOOD		CONSEQUENCE			PERSON	ASSETS	ENVIRONMENT	A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage	B	Not Likely to Occur	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage	C	Unusual but Possible	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage	D	Quite Possible	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage	E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage	<table border="1" style="width: 100%; border-collapse: collapse; background-color: #e6f2ff;"> <thead> <tr style="background-color: #ffff00;"> <th colspan="6">RISK ASSESSMENT PROCESS</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="6">Step 3 Calculate Risk</th> </tr> <tr style="background-color: #ffff00;"> <th colspan="6">Consequence</th> </tr> <tr style="background-color: #e6f2ff;"> <th>Likelihood</th> <th>1</th> <th>2</th> <th>3</th> <th>4</th> <th>5</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">A</td> <td style="text-align: center;">1 Low</td> <td style="text-align: center;">3 Low</td> <td style="text-align: center;">6 Low</td> <td style="text-align: center;">10 Medium</td> <td style="text-align: center;">15 High</td> </tr> <tr> <td style="text-align: center;">B</td> <td style="text-align: center;">2 Low</td> <td style="text-align: center;">5 Low</td> <td style="text-align: center;">9 Medium</td> <td style="text-align: center;">14 High</td> <td style="text-align: center;">19 Extreme</td> </tr> <tr> <td style="text-align: center;">C</td> <td style="text-align: center;">4 Low</td> <td style="text-align: center;">8 Medium</td> <td style="text-align: center;">13 Medium</td> <td style="text-align: center;">18 High</td> <td style="text-align: center;">22 Extreme</td> </tr> <tr> <td style="text-align: center;">D</td> <td style="text-align: center;">7 Low</td> <td style="text-align: center;">12 Medium</td> <td style="text-align: center;">17 High</td> <td style="text-align: center;">21 Extreme</td> <td style="text-align: center;">24 Extreme</td> </tr> <tr> <td style="text-align: center;">E</td> <td style="text-align: center;">11 Medium</td> <td style="text-align: center;">16 High</td> <td style="text-align: center;">20 Extreme</td> <td style="text-align: center;">23 Extreme</td> <td style="text-align: center;">25 Extreme</td> </tr> </tbody> </table>	RISK ASSESSMENT PROCESS						Step 3 Calculate Risk						Consequence						Likelihood	1	2	3	4	5	A	1 Low	3 Low	6 Low	10 Medium	15 High	B	2 Low	5 Low	9 Medium	14 High	19 Extreme	C	4 Low	8 Medium	13 Medium	18 High	22 Extreme	D	7 Low	12 Medium	17 High	21 Extreme	24 Extreme	E	11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme
RISK ASSESSMENT PROCESS																																																																																																								
Step 1 Determine Probability		Step 2																																																																																																						
LIKELIHOOD		CONSEQUENCE																																																																																																						
		PERSON	ASSETS	ENVIRONMENT																																																																																																				
A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.	No Damage																																																																																																			
B	Not Likely to Occur	2	First Aid Treatment Injury	\$500–1000 Damage and/or Slight Production Disruption.	Minor Damage																																																																																																			
C	Unusual but Possible	3	MTI or Short Term LTI	\$1000–5000 Damage and/or Production Disruption.	Reversible Damage																																																																																																			
D	Quite Possible	4	Long Term LTI	\$5000–10,000 Damage and/or Project Contingency Plan Required.	Serious Damage																																																																																																			
E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.	Major Damage																																																																																																			
RISK ASSESSMENT PROCESS																																																																																																								
Step 3 Calculate Risk																																																																																																								
Consequence																																																																																																								
Likelihood	1	2	3	4	5																																																																																																			
A	1 Low	3 Low	6 Low	10 Medium	15 High																																																																																																			
B	2 Low	5 Low	9 Medium	14 High	19 Extreme																																																																																																			
C	4 Low	8 Medium	13 Medium	18 High	22 Extreme																																																																																																			
D	7 Low	12 Medium	17 High	21 Extreme	24 Extreme																																																																																																			
E	11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme																																																																																																			

Required PPE (Personal Protective Equipment)									
☒	☒	☒	☒	☒	☐	☐	☐	☐	☒

1. Hazard / Hazardous Event	2. Current Controls
<p>Working Around the Compactor Slips, Trips and Falls Pedestrians and motorised material handling equipment striking hazards</p>	<ul style="list-style-type: none"> High visibility vest / Jacket with reflective tape and safety footwear to be worn at all Coles Distribution Centre Sites. Adherence to Site Traffic Management Plan. Keep the area around the compactor neat and tidy. Report any oil leaks and blockages to the Site Facilities Manager. Ensure there is no waste unnecessarily stacked around the compactor and keep the area clean and tidy. Rectify any potential slip and trip hazards around the compactor. Report any hazards that are unable to be rectified to supervisor or manager. Barricade and isolate the work area if required to prevent any unauthorized access by MHE and pedestrians. Use the marked pedestrian walkways and doors.
<p>Checks Prior to Compactor Use Confined Space Entanglement/Crush Injuries Hydraulic oil leaks Electrocution</p>	<ul style="list-style-type: none"> Ensure all operators are trained in the safe and correct operation of the compactor. Ensure the compactor is a safe and operational condition with safety interlocks operational, switches, bars and any protective guarding are secure, no oil leaks and emergency stop button is functional prior to use. Never enter the confined space area (hopper and compaction chamber area) under any circumstances. Report any hydraulic leaks to the Site Facilities Manager. Check that protective devices have not been disabled or bypassed. Never tamper with or over-ride the interlock switch inside the door. Place an out of service tag on the compactor if it is damaged and or faulty then report to the site Facilities Manager. Prior to operating the compactor ensure no one is in the compactor or the bin loading safety cage area. Ensure the ram is fully retracted prior to loading waste. Ensure turnbuckle attachments on the outside of the bin are securely connected to the bin prior to operating the compactor. <div style="text-align: center; margin-top: 20px;"> <div style="border: 1px solid black; padding: 5px; display: inline-block;">Turn buckle securely connected to bin</div>  </div>

Fortress Interlock System: (If applicable)



If your site has the Fortress Interlock system fitted, the following steps explain the operation and isolation process.

Prior to operation ensure that you understand how the controls operate. The panel has buttons that include:

- Emergency Stop.
- Bin Lifter Buttons for up and down.
- Key Start button.
- ¼ full light.
- Full light.
- Fortress Lock captive “**Key 1**”

Compactor room door lock and controls – In locked position.

- Control box with **Key 1** captive.
- Remove **Key 1** from control box.



- Insert **Key 1** into **Lock 1**.
- Rotate **Key 1** clockwise.

- Rotate **Key 2** anti-clockwise.
- Depress lever arm to release bolt.

- Slide bolt to unlock door.
- Remove **Key 2** and open the door.

NOTE: **Key 2** must always be in your possession whilst inside the compactor room. **NEVER** give it to another team member.

Wastetech S-Series Plastics Compactor Interlock System (if applicable)



If your site has the Wastetech S-Series Plastics Compactor interlock system fitted, the following steps explain the operation and isolation process.

- The compactor will shut down when an access door is opened at any time and will not re-start until the door is closed and the "Key Start" switch on the control box has been activated.
- Any team member who attempts to open the compactor door whilst the compactor is in operation will cause the automatic shutdown of all functions of the compactor.

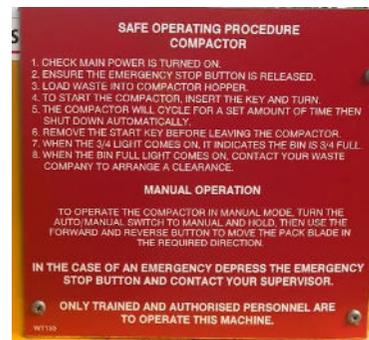
Waste **not** to go in the compactor – refer to signage shown or sign place on compactor.

- Check main power is turned on.
- Ensure the emergency button is released.
- Load waste into compactor hopper.
- To start the compactor, insert key and turn clockwise.
- The compactor will cycle for a set amount of time then shutdown automatically.
- Remove the start key before leaving the compactor.
- When the ¾ light comes on, it indicates the bin is ¾ full.
- When the FULL light comes on, the bin is required to be emptied.

Manual Operation:

To operate the compactor in Manual mode;

- Turn the Auto/Manual switch to Manual
- Hold and use the forward and reverse button to move the pack blade in the required direction.



Rota-Pak Blade Compactor with bin lifter Interlock System (if applicable)



- **OFF / ON switch**
- **EMERGENCY STOP**
- **COMPACTOR START- Starts Compactor. If flashing blue emergency stop is in or cage door is ajar.**
- **MAN/AUTO- To operate Compactor blade manually or in auto (TO BE LEFT ON AUTO)**
- **BLADE FORWARD, BLADE REVERSE only used in Manual mode**

If your site has the Rota-Pak Blade Compactor with bin lifter interlock system fitted, the following steps explain the operation and isolation process.

- The compactor will shut down when an access door is opened at any time and will not re-start until the door is closed and the "Key Start" switch on the control box has been activated.
- Any team member who attempts to open the compactor door whilst the compactor is in operation will cause the automatic shutdown of all functions of the compactor.

Operating Blade Compactor

- Go to control box and make sure the off/on key switch to on and Auto/Man switch is in auto. **(Do not use the compactor in manual mode).**
- Release emergency stop button by turning the mushroom head a quarter turn clockwise.
- If blue start button is flashing, the stop button is not released, or the lifter cage gate is not shut. Press start button.
- Compactor Blade strokes and stops automatically after a couple of minutes.
- In the event that the compactor does not stop with the gate open, turn the power off at the 3-phase outlet, tag out the compactor and report fault to City Facilities Manager.
- 3/4 full and full lights are fitted to the panel, if 3/4 light activates, turn the power off at the 3-phase outlet, tag out the compactor and report fault to City Facilities Manager.
- Do not attempt to remove any foreign objects from the compactor, should the compactor jam turn the power off at the 3phase outlet, tag out the compactor and report fault to City Facilities Manager.

Operating Bin Lifter

- Authorised personnel only to operate equipment.
- Before operating lifter place bin all the way forward on lifter comb inside lifter safety cage area.
- Never protrude any foreign items (e.g., Steel, timber, pipes, bars etc.) through cage mesh or any gaps.
- To empty 240lt wheelie bins, push bins straight in to left or right side of lifting comb this lifts under front edge of bin, 2 x 240lt wheelie bins can be emptied at one time, 1 x 660 lt or 1100 lt bins can be emptied. (Safe lifting loads for lifting under front edge of wheelie bins are 80kg)
- When the wheelie bin has been placed on lifting comb, close the safety cage door and latch. (Lifter will not operate with door ajar).

<ul style="list-style-type: none"> • ¾ FULL LIGHT – Comes on and stays on when bin is ¾ Full • FULL / FAULT LIGHT – Comes on and stays on when bin is Full contact City Facilities Manager to arrange for the bin to be emptied. • LIFTER UP – Press to raise wheelie bin to empty. • LIFTER DOWN – Press to lower wheelie bin. 	<ul style="list-style-type: none"> • Lifter control box. • Ensure Off/On switches in On • Emergency Stop is released. • Press Compactor START followed by Lifter Up push button until lifter has travelled to the full up position and stopped. • Ensure to remove finger from the Up-push button. <i>Note: a change in hydraulic pump noise of loading up is a good indication of end of stroke on the lifter cylinder.</i> • Wait a few seconds then push Lifter Down button. • Do not push down then up buttons to shake product out of bin as this will cause damage to equipment. • Product should slide out of bin at the full up position, if not lower the bin by pushing the Lifter Down push button and hold until lifter bin clamp lifts to open position. • Never push and hold the Lifter Up or down buttons too long at the end of the Lifter cylinders stroke as this will overload the hydraulic motor, tripping the lifter motor overload and bringing on a pilot light, marked Lifter overload tripped. Lifter overload may only be reset by a licensed electrician. • When Lifter Down button is pushed and the lifter clamp is fully open and compactor hopper door is fully down then you are permitted to enter the safety cage and remove the bin. • Never enter the safety cage while the bin is off the ground inside the safety cage. • Close hopper door and press compactor start before leaving area
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Using the Compactor Manual handling strain/s, blockages, hazardous substances and cuts Confined Space Entanglement/Crush Injuries</p>	<ul style="list-style-type: none"> • Ensure correct manual handling techniques are used. • Break down or flatten cardboard boxes / plastic / general waste as required prior to placing in the compactor bins. • Compact small loads regularly to reduce the likelihood of creating blockages. • Keep the waste below indicator levels where marked. • Do not place any more waste in the compactor if the red “compactor full” light is ON. • Only compact one bin at a time. • Ensure the waste compaction ram is fully retracted in the open position by a visual inspection outside of the hopper, compaction chamber and bin loading safety cage area prior to loading waste. • Never enter the confined space area (hopper and compaction chamber area) under any circumstances. • Never enter the hopper, compaction chamber or the bin loading safety cage area. • Ensure the safety cage door is closed prior to operating the bin lifter and compactor. • Never stand under or place any body part under a suspended load. • Ensure to observe and maintain safe clearances between the swinging gate and body of the compactor. • Ensure only trained and authorised personnel are to operate the compactor. • Ensure the tow bar for the bin is on the left side of the compactor and the bin is positioned correctly in the bin lift to prevent the bin from falling into the compactor when being raised. • Remove the tow handle from the bin prior to loading the bin lifter. • Ensure hazardous substances are not allowed in the compactor. • When working with knives or sharp objects ensure to wear cut resistant gloves. • Ensure the safety cage door is closed upon completion of use and confirm that the isolation key has been returned to the isolation box. <p><u>For Fortress Interlock System:</u></p> <ul style="list-style-type: none"> • Ensure the interlock system is returned into service. This will allow the compactor ram cycle to complete the compression process: • Insert Key 2 into Lock 2 and rotate clockwise. • Rotate Key 1 anti-clockwise and remove from Lock 1. • Insert Key 1 into the isolation box and turn on power to the Compactor.
------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Waste collection by waste truck Crush injuries	<ul style="list-style-type: none"> • Only authorised delegate to isolate the compactor. • Authorised delegate to isolate the compactor to prevent activation during collection. • Distribution Centre and the truck driver to communicate regarding the arrival and departure times so isolation procedures can be followed. • Prior to collection the isolation key from the compactor (where fitted) to be removed by the authorized delegate and the truck driver to be told this has happened. • After completion of the collection process truck driver to notify the authorised delegate so the isolation key (where fitted) can be placed back into the compactor by the delegate. • Compactor operators and drivers use external isolation (where available). • Never leave the isolation key (where fitted) in the compactor during the truck collection process.
Compactor maintenance Crush injuries	<ul style="list-style-type: none"> • Never leave the key (where fitted) in the compactor once it has been isolated. • Only authorised and trained personnel to undertake maintenance work on the compactor.
3. Additional Information	
For Additional Information contact the HSE Team.	
4. Activity Risk Rating:	Medium (C3)