SOP WAREHOUSESOP

FREE PRINTABLE CHECKLIST

Cardboard Baler and Compactor Operation Checklist

Regulation: 29 CFR 1910.212(a)(1)

FACILITY	AREA OR EQUIPMENT ID	DATE	SHIFT
INSPECTED BY (PRINT)		SIGNATURE	

1. Procedure checks

Tick each step as it is done, in this order.

DONE	CHECK	NOTES
☐	Check first: guards on, door interlock works, no hydraulic leaks	
☐	Only authorized operators 18 or older may run or load this machine	
☐	Load clean dry cardboard only, through the charge opening, door latched	
☐	Never reach, tamp, or climb into the chamber for any reason	
☐	Tie off per the manual, stand to the side, keep the drop zone clear	
☐	Jam or stall? E-stop, then lock out before anything else	
☐	Block the platen and bleed pressure before you open the chamber	
☐	Stack bales on level floor, clear of aisles, exits, and panels	

2. Compliance checks

Tick each item that is in place. The citation after an item is the paragraph that requires it.

DONE	CHECK	NOTES
☐	Guards protect the point of operation, nip points, and moving parts, and no guard is missing or defeated **29 CFR 1910.212(a)(1)**	
☐	The chamber door interlock prevents the ram from cycling when the door is open, and interlock function is tested on the PM schedule **29 CFR 1910.212(a)(3)**	
☐	The machine is securely anchored and does not move or walk during operation **29 CFR 1910.212(b)**	
☐	A documented machine-specific energy control procedure exists for each baler and compactor **29 CFR 1910.147(c)(4)**	
☐	Jams and all chamber entry are cleared only after lockout, stored hydraulic energy relief, platen blocking, and zero-energy verification **29 CFR 1910.147(d)**	
☐	Any belt, rope, or chain drive on the machine is guarded against contact **29 CFR 1910.219(e)**	
☐	No employee under 18 operates, loads, services, or clears a baler or compactor	

☐	A current authorized operator list is posted at the machine and training is documented	
☐	Prohibited materials are placarded at the machine and are not loaded into the chamber	

WARNINGS

No jam is simple: chamber entry always requires full lockout and platen blocking

Never defeat or bypass a door interlock or run with a guard missing

Bale wire under tension whips: wear cut-resistant gloves and sleeves

Never load aerosols, batteries, cylinders, liquids, or chemical waste

SUPERVISOR REVIEW

REVIEWED BY (SUPERVISOR)	SIGNATURE	DATE