

*The following details highlight some of the hazards and risks that might exist in coal bagging plants. They are by no means exhaustive and will vary depending on your own particular business. As a starting point, use the blank sheet provided in the pack and carry out your own simple risk assessment.*

## **Machinery**

**Most accidents on machinery occur as a result of people becoming trapped or entangled in the machine or falling from the machine during maintenance**

Ensure that all guarding is provided and maintained, in particular at 'vee-belt drives', head and tail pulleys, tensioning pulleys, snub rollers, feed boots, eccentric fly wheels etc.

Ensure suitable and sufficient emergency stop controls (buttons and trip wires) are provided and that they are tested regularly.

Provide safe access to all areas of plant which require maintenance (e.g. head pulleys, screens etc.). Walkways and platforms greater than 2m high should have a guard rail to prevent persons falling.

Maintain access ways and check for corrosion of metal floors and rotting boards etc.

## **Vehicle Movements**

**Risks include vehicles overturning, collision with other vehicles or people being reversed over or crushed**

Try to separate vehicles and people e.g. by using clearly marked traffic routes.

Exclude members of the public from dangerous areas.

Design traffic routes and plant positions to reduce the need for reversing and prevent vehicles emerging around blind corners.

Enforce a speed limit on site.

Fit vehicles with audible reversing alarms and ensure mirrors give good 'all-round' rear vision. Provide employees with high visibility clothing to make them more obvious to drivers.

## **Vehicles**

**Accidents occur as a result of failure of the braking and steering and as a result of persons falling when entering or leaving a vehicle**

Carry out regular inspections and tests of the braking and steering in accordance with manufacturers' instructions.

Ensure that steps, handles and hand holds provided to assist entering and leaving the vehicle are properly maintained.

Prohibit loading shovels and telescopic loaders moving forward while raising or lowering their bucket (obscuring their view).

Provide suitable information, instruction and training for drivers. (See separate sheet on Fork Lift Trucks)

## Manual Handling

**There is a risk of back injury and muscular strains from lifting and moving heavy or bulky items**

Assess all of the manual handling operations that your staff perform i.e. lifting, carrying, pulling and pushing.

Use mechanical devices where possible e.g. bag lifters, trolleys, pallet trucks, FLT's, conveyors, etc.

Train staff in safe lifting techniques.

Design workplace to minimise lifting.

## Slips, Trips and Falls

**Uneven, slippery or obstructed floor surfaces, trailing cables and poor general housekeeping may lead to accidents**

Keep passage ways, stairs and working areas as clear as is possible.

Dispose of waste materials immediately.

Clean up spillages immediately and post warning signs where slippery conditions may exist. Keep the bagging area as clear as possible from loose product by regular cleaning.

Fasten any cables securely to the floor or re-route overhead if possible.

Provide guard rails to areas where someone could fall more than 2m.

## Storage of Gas Cylinders

**There is a risk of fire or explosion from stored LPG cylinders**

LPG cylinders should be stored in a ventilated position preferably in the open air. Do not store below ground level or adjacent to openings in buildings. Compound gates should open outwards.

The storage area should be placed at a safe distance from property boundaries, any buildings and fixed sources of ignition.

Keep storage areas clear of combustible materials and ignition sources and clearly mark with warning, no smoking and fire procedure signs.

Store gas bottles upright and not more than 2.5m high.

Provide and maintain fire fighting equipment. (See separate sheet on LPG)

## Noise

**Bagging plant, conveyors and vehicles may give rise to potentially hazardous levels of noise which can cause incurable hearing damage**

If when people speaking normally have difficulty being heard clearly by someone who is about 2m away then you should arrange to have a noise assessment carried out.

Reduce noise by enclosing noisy plant where possible.

Provide and ensure the wearing of suitable hearing protection.