



### 1. Introduction

The purpose of this procedure is to outline the requirements for the safe stacking and storage of baled materials.

### 2. Scope

This procedure applies to all Veolia operational locations which either receive direct baled material from a third party for storage or bale material on site for storage and onward transportation.

### 3. References

INDG125 - Safe Working with Bales in Agriculture  
HS/2/004 the procedure for Risk Assessment

### 4. Definitions

None

### 5. Procedure

#### 5.1 Responsibilities

The location Manager is responsible for ensuring that this procedure is followed at all times.

#### 5.2 General

The Manager shall ensure that all baled materials are stacked and stored in a safe manner by ensuring that the controls identified in Appendix A are followed. In addition the following documentation is required to be in place:

- A local risk assessment is in place identifying specific hazards relating to storage, stacking and de-stacking activities and suitable and sufficient controls.
- A local work instruction for storage, stacking and de-stacking activities.
- A bale storage plan for the site where materials are to be held.

The Manager shall ensure that all mobile plant operators involved in bale stacking and storage activities are competent in the use of equipment and have received relevant training in stacking baled materials (in accordance with the local work instruction and storage plan).

#### 5.3 Risk Assessment, Work Instruction and Bale Storage Plan

The local risk assessment, work instruction and bale storage plan must include information relating to:

- The risks associated with the movement and stacking/destacking of baled materials.
- Safe stacking and de-stacking methodology using mobile plants.
- The formation of bale stacks (i.e. tied in; pyramid; height restrictions etc.).
- The requirements for daily checks to ensure stability and integrity of bales/stacks.

**All local instructions are to include the requirement that when mobile plants/vehicles are in operation pedestrians are not permitted within those work areas.** Plus if a pedestrian should enter the work area that all mobile plant movements stop immediately and do not re-commence until the pedestrian has left the area.



#### 6. Variation

None.

#### 7. Documentation

Reference No	Title	Minimum Retention Period
OPS/2/026/001	Bale Stacking Storage and Moving Guidance Note	n/a