Modula Picking Machines (Picking and Replenishment) Safe System

Risk Assessment: BDD302-137
Hazard Potential

- Electric shock – touching metal parts that loose wiring is in contact with

- MHE - struck by passing MHE

- Moving Parts - trapping hand or fingers in moving parts

- Slip/Trip – tripping on material/pallets stored on floor, slipping on liquid spill, tripping on tiles on mezzanine floor

- Sharp Edges – handling cardboard or pallets, touching trays

- Restricted Access – bumping head on tray exit area

- Moving & Handling – injury from product or pallet

Preparation & Inspection

- There is Red and White tape surrounding the Modula Area. This area is for operators of the Modula only. Nothing other than stock for the Modula or equipment used in the operation of the Modula should be in this area.

- Only Employees whom are trained should use the Modula or be in the Modula area.

- Check the Modula area is clean, tidy and there is no debris or loose material lying about

- Check the pallet being used is in a good condition and check the pallet truck is in good working order

- Check the Mezz rubber tile floor for any loose tiles or corners that have came up.

- If the Modula jams, stops, functions incorrectly or has any defects REPORT TO SUPERVISION.

Equipment must be placed 'out of commission' until repaired.

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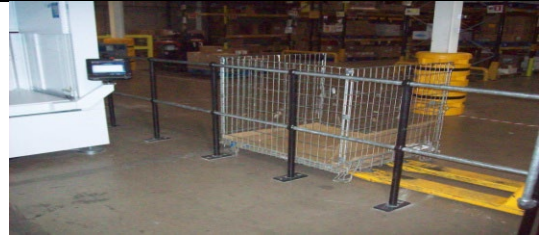**Printed on: 23/12/2024 13:3723/12/2024 13:37**

Section 1 – Modula Replenishment

The Modula will be REPLENISHED from lower level underneath the Mezz.

PPE Required

HIGH VISIBILTY VEST OR COAT	**SAFETY BOOTS**	**PROTECTIVE GLOVES**

1.	Before using the Modula check • the light sensors are working • the emergency stop button is working.		*The sensor system only works when the tray is coming in or out of the tray exit area. The tray should stop and only function again when the sensors have no obstruction. Only when the Tray Exit Area is lit up can you place or retrieve products*
2.	Replen driver to put stock onto a pallet at the Modula Replen Area		*All stock should be on a pallet before being transferred into Modula.*
3.	Use the pallet truck to place the pallet into in front of the Modula. Place the unused pallet truck behind the barrier keeping the working area free.		**Pallet to be placed in an area 1.5 metres from Modula tray exit area. Giving enough space to operate in.**

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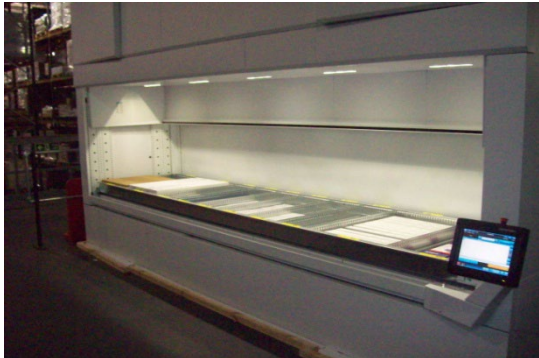**Printed on: 23/12/2024 13:3723/12/2024 13:37**

4.	Call tray on Modula consol for product to be replenished avoiding the sensor. Once tray Exit Area is Lit, assess product before using correct Manual Handling technique to lift products from pallet to Modula tray Repeat Process for all the products until pallet is empty. When finished with Modula, make sure all trays are inside machine and area is cleared of all pallets and debris		**Modula Consol will display the location where the stock is to be placed. Before lifting stock, check display so the movement from pallet to Modula tray is in one motion** **Make sure the products are secure inside the trays and no products can move or slide when the Modula tray is moving**
5.	Place any empty boxes in the cage at the side of the barrier		
6.	Move empty pallets to Replen area outside operators working area.		

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Section 2 – Modula Picking

The Modula will only be PICKED from the Mezz level

PPE Required

HIGH VISIBILTY VEST OR COAT	**SAFETY BOOTS**

1.	Before using the Modula check • the light sensors are working • the emergency stop button is working.		 *The sensor system only works when the tray is coming in or out of the tray exit area. The tray should stop and only function again when the sensors have no obstruction*
2.	Use the pallet truck to place the pallet into in front of the Modula. Place the unused pallet truck to the side away from modula working area.		 **Pallet to be placed in an area 1.5 metres from Modula tray exit area. Giving enough space to operate in.** **Make sure the pallet truck is not obstructing the working area when operating Modula**
3.	Call the Modula tray required avoiding the sensors at the side of the Exit tray area.		

4.	Once tray Exit Area is Lit, make sure the Modula consol is far to the side, assess product before using correct Manual Handling technique to lift products from Modula tray into Tote or box. Repeat Process for all pick tasks. When finished with Modula, make sure all trays are inside machine and area is cleared of all pallets and debris.		⚠️ **Modula Consol will display the location where the stock is to be picked from. Before lifting stock, plan movement from Modula tray to tote or box so movement is done in one motion** **Make sure the products are secure inside the trays and no products can move or slide when the Modula tray is moving**
5.	Place all picked stock to the side of the machine so when other employees are picking stock, they are out of the Modula area.		

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