



Bagasse Handling and Storage

Standard Operating Procedure

[Company]
[Company Address]
[Company E-mail]
[Company Phone]

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	HSE Procedure	
	Organization Name	

Revision Summary

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1. Introduction

Bagasse is the residual of the sugarcane, once it has gone through the crushing process and nectar has been extracted. Bagasse is a dry pulp fibrous material, easily ignitable once it has been dried, used as biofuel, producing heat, energy, electricity, and manufacturing of building materials.

2. Scope

The Standard Operating Procedure of Bagasse handling is a concerned system and guideline applicable to the [Organization Name] handling Bagasse.

3. Purpose

The procedure is developed and implemented at all levels of the organization to ensure the handling and storage of the bagasse is done as per guidelines and work activity is performed safely. The handling and storing workforce is aware of the safe work procedure and any action that can jeopardize the safety of the workers is discouraged.

4. Definitions

4.1. Bagasse

Bagasse is the dry pulp residual of the sugarcane once it has gone through the crushing process and juice/nectar has been extracted.

4.2. Handling and Storage

Movement of the material from location to location using different equipment and tools, as well as storing in a designated location.

5. Roles and Responsibilities

5.1. CEO/MD

- Provide guidelines and information about the handling and storage;
- Participate in meetings and ensure up-to-date information is delivered to the lower management;
- Workers are provided with resources and equipment to perform the job;
- Provide correct tools are provided to the workers for work execution;
- Conduct and guide the workforce during incident investigations;

5.2. Safety Officer

- Provision of safety and health related guidelines to the workforce;
- Development and implementation of guidelines, procedures and manuals related to work activity;
- Monitoring and inspection of the workplace to ensure hazardous activities are prevented;
- Training and information delivery to the workforce before commencement of job;
- Other tasks allocated by the top management;
- Conduct all kind of incidents investigations to prevent the reoccurrence;

5.3. Workers

- Perform the job allocated to them by the top management;
- Report all kind of incident and accidents;
- Participate in briefings, trainings, and information sharing sessions conducted by the management;
- Report all kind of damaged and irrelevant equipment usage at workplace;

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- Participate in incident investigations to prevent the reoccurrence of accidents;

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6. Procedure

6.1. Storage Area

- The storage area should be designated for the intended purpose only.
- Electrical wiring and electrical appliances should be well insulated and fire proof.
- Storage of bagasse near the switch boards and wiring should be discouraged.
- Smoking near the bagasse should be discouraged. Special area should be established for smoking.
- Firefighting arrangements shall be established in the storage area.
- Ventilation should be provided at the storage location.
- Fuel storage near the Bagasse storage should be discouraged.
- Provision of the safe movement passage around the storage area for quick movement of the emergency vehicles to fight fire in case of any incident, as well as the patrolling by the site safety officers/ managers.

6.2. Loading & Unloading

- Use mechanical aid to unload the bagasse from the truck/trailer etc.
- Properly maintained and well inspected equipment shall be used for the load and unloading of the bagasse.

6.3. Vehicle Condition

- All vehicles involved in the operation should be provided with spark arrestors on exhaust/ ventilations.
- Exhaust pipes, silencers shall be in good condition, functional. Damaged exhaust pipes/ silencers shall be removed and replaced.
- All the wirings of the vehicles shall be safe, fire proof and if possible double insulated.
- All hot surfaces should be well protected and insulated. Exposure of bagasse fibers to these hot surfaces should be restricted.
- Vehicle refueling should be done away from storage area under safe conditions.
- All of the vehicles involved in the loading and unloading process shall be installed with self-start ability.

6.4. PPEs

- Workers shall be provided with anti-static PPEs to prevent the ignition of the bagasse due to static charge.
- Workers shall be provided with Masks to prevent the exposure to the dust and fibers.

6.5. Firefighting Arrangements

- Fire hydrants, fire hoses, fire reels, and fire extinguishers shall be provided on storage area to fight fire.
- In hot weather, water sprinkling should take place after every 4 hours to keep the bagasse wet in order to prevent any fire incident.
- Sprinkle nozzle, long range pipe with jet nozzle should be provided with the firefighting equipment onsite to fight fire as well as sprinkling water during summer season.