

Cardiff WMRC Site Specific Instruction

Operation of the Shredder

Reference	SSI/76/403
Inception date	August 2016
Version	1
Last Reviewed	May 2017
Author	P RANN
Approved by	P RANN

MANDATORY

PPE

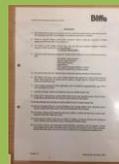


DANGER/HAZARD									
RISK	Exposure to Hazardous materials (corrosive/ toxic/ flammable etc)	Hit by vehicle or injuring someone else	Cuts, loss of digits	Fire	Loss of eyesight, Hit by flying objects	Slips and trips at same level	Cuts, abrasions	Fall from height	Sprain/Strain when lifting and moving items
PRECAUTIONS	Only shred non haz containers – approved by chemists Use PPE (eye protection, gloves, overalls)	Maintain Key safe behaviours for traffic. 5 metre rule. Pedestrians or other Ops should keep away from moving vehicles	Ensure safety Interlock works (cuts machine off). Make sure guards on machine (ie you can't reach moving parts!)	Ensure good housekeeping (no combustible litter or dust)	Wear eye protection Wear Hard Hat Never lean or reach into Hopper Ensure hopper curtain is used	Maintain good housekeeping to remove trip hazards, Clear bunds of any collected or spilt liquids	Wear Cut resistant gloves when handling waste	Ensure steps are kept clear of debris and free of grease/oil. Hold hand rail when ascending or descending steps Secure the safety chain when no waste is present on shelf	Follow appropriate manual handling techniques 1-Assess the task & load; 2-Turn & face the action; 3- Best foot forward; 4- Engage the legs

Related Documents/ Guides



QF687/88b checks



Site Rules



Biffa Op handbook



Risk Assessment SW/TSN/34

7. A Trained Plant Operative will place a pallet of drums on the shredder platform using a FLT.

Pedestrians will not be permitted in the shredder bay or Bay C remembering the 5 Metre rule, Keep 5m away from FLT when it's manoeuvring

8. To commence Shredding, remove padlock from the isolation lock, then turn clockwise ¼ turn - Pic 2

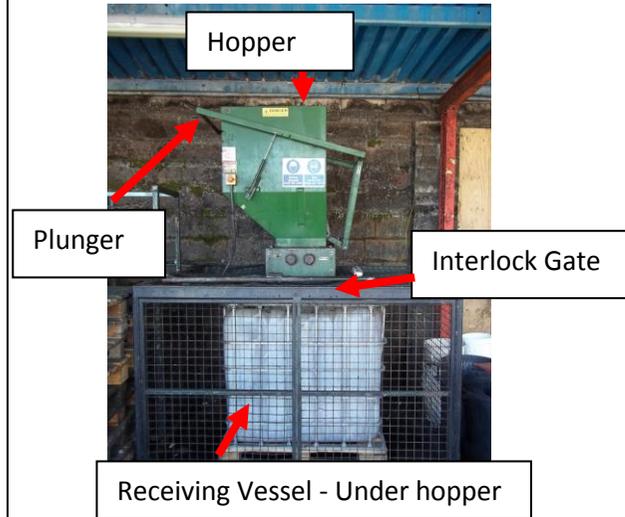
9. Press the **GREEN** START button to start the shredder. The shredder will operate in backwards for 3 seconds to clear any debris then rotate forwards in shredding mode – Pic 7

10. The curtain – Pic 3, must be in place to prevent flying objects coming out of the hopper. Ensure this covers the hopper aperture and is intact

11. Remove the safety chain and collect an empty rinsed drum from the shredder platform

12. Place the drum through the curtain into the hopper one at a time n.b. Only drums marked "Shred" by a chemist are permitted to be shredded. No drums will be shredded that contain more than residues and no drums will be shredded that contain any solvent residues

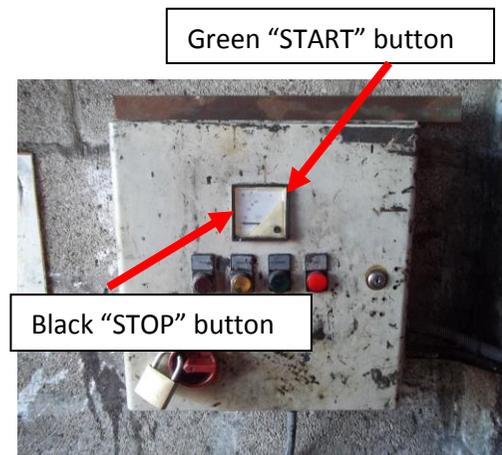
13. Pull the plunger if the teeth are having



Pic 5.



Pic 6.



Pic 7.



Pic 8.

problems gripping the drum and drawing it from the hopper into the receiving vessel – Pic 5

14. If the shredder becomes blocked the gearing will reverse to clear the blockage. Any blockage that is not cleared automatically after one reverse cycle will shut down the shredder for approx. 1 minute. Go back to point 9 and start again. If the blockage does not clear and the shredder shuts down again go to point 14, lock off the shredder and report the fault to supervisor or site manager

15. When the receiving vessel is full press Black “STOP” Button to stop the shredder - Pic 7

16. The safety gate is opened and the full vessel must be removed using pumtruck and emptied into the designated skip by use of FLT. The empty vessel should then be replaced under the shredder and the gate shut.

Pedestrians will not be permitted in the shredder bay or Bay C remembering the 5 Metre rule, Keep 5m away from FLT when it’s manoeuvring

17. Repeat from point 9 until shredding operation has been completed

REMEMBER IF IN DOUBT – STOP AND ASK.

Remember your ‘i for safety’ commitment

DON’T CUT CORNERS

SPEAK UP ON SAFETY

STAY FOCUSED

FOLLOW THE RULES

STOP, THINK, CHECK, ACT

<p>18. When shredding is complete (or going for break). Ensure complete closedown of the shredder.</p> <p>a) press Black “STOP” Button to stop the shredder - Pic 7</p> <p>b) Turn Isolation lock ¼ turn anticlockwise and replace the padlock</p> <p>c) Complete checklist QF687/88b post shredding</p> <p>d) Return key to the authorised keyholder</p>	
<p>19. In the event of maintenance, breakdown or clearing a blockage, ensure that the isolation lock is replaced by a multihasp padlock. A minimum of two personal lock off padlocks must be applied in order to prevent unauthorised use – Pic 8</p>	
<p>20. Ensure machine and working area is cleaned and left tidy. No tools, rags to be left out</p>	

I AGREE TO OPERATE THE MACHINERY IN ACCORDANCE WITH THIS INSTRUCTION

NAME

SIGNED

DATE

Instructed By –

NAME

SIGNED

DATE