

Cardiff WMRC Site Specific Instruction

Operation of the Shredder

Reference	SSI/76/403
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Version	1
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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



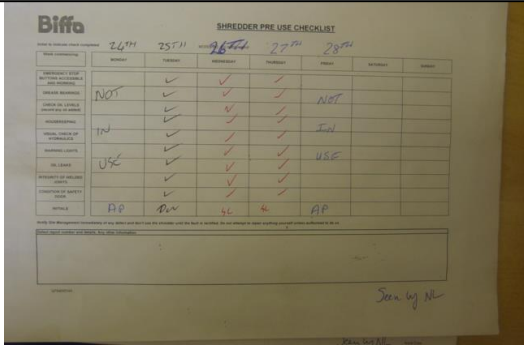
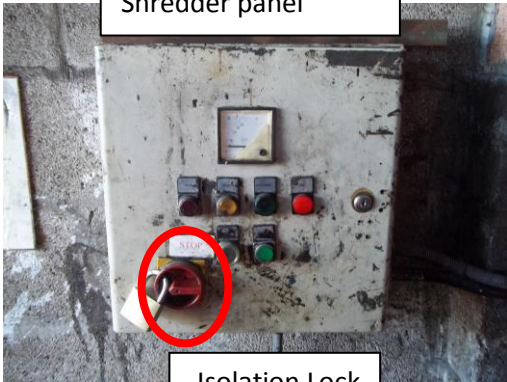


Site Rules



Biffa Op handbook



Risk Assessment SW/TSN/34

<p>1. Obtain key from authorised key holder i.e. Supervisor or Manager</p>	<p>Checksheet – record checks and defects</p> 	<p>Shredder panel</p>  <p>Isolation Lock</p>
<p>2. Carry out Pre operation Safety checks</p> <ul style="list-style-type: none"> Record Checks on the check sheet QF687/88b – Pic 1 (Inform supervisor if no sheet is available) <p>REPORT any DEFECTS immediately</p>	<p>Pic 1.</p>	<p>Pic 2.</p>
<p>3. The main power comes from the shredder panel, located at the bottom of the shredder steps and is isolated - Pic 2</p> <p>The main supply fuse is located in the drum crusher room marked on the sealed distribution board</p>	<p>Pic 3.</p>	<p>Pic 4.</p>
<p>4. The emergency stop is located on the Right Hand Side of the hopper at the top of the steps – Pic 3</p> <p>To Release stop if engaged turn RED button clockwise – Pic 4</p>	<p>Hopper & Curtain</p>  <p>Locking Emergency Stop</p>	<p>Locking Emergency Stop</p> 
<p>5. The safety cage features an interlock. When opened to replace the receiving vessel the shredder will stop and not function until its closed and locked, preventing access to moving parts – Pic 5</p>	<p>Pic 3.</p>	<p>Pic 4.</p>
<p>6. When there is no waste to shred the safety chain must be installed to prevent fall from height. This should only be removed to pick drums from the platform then replaced – Pic 6</p>		

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 $\frac{1}{4}$ turn - Pic 2

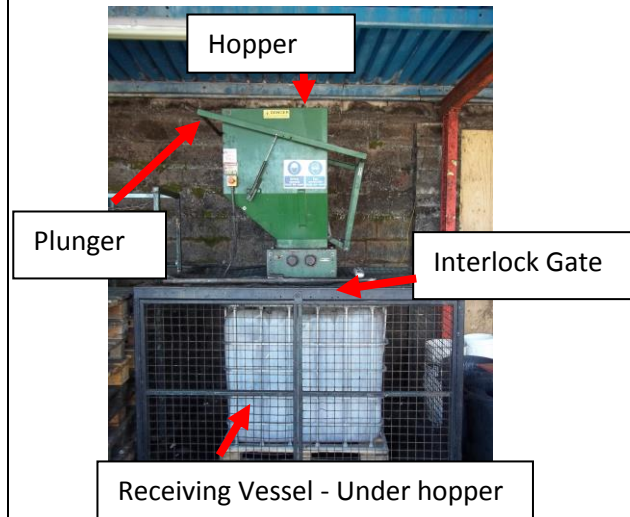
9. Press the **GREEN** START button to start the shredder. The shredder will operate in backwards for 3 seconds to clear any debris then rotate forwards in shredding mode – Pic 7

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

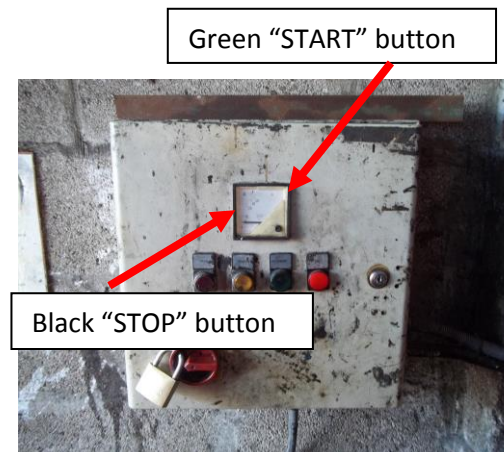
13. Pull the plunger if the teeth are having



Pic 5.



Pic 6.



Pic 7.



Pic 8.

<p>problems gripping the drum and drawing it from the hopper into the receiving vessel – Pic 5</p> <p>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</p>	<p>REMEMBER IF IN DOUBT – STOP AND ASK.</p> <p>Remember your ‘i for safety’ commitment</p> <p>DON’T CUT CORNERS</p> <p>SPEAK UP ON SAFETY</p> <p>STAY FOCUSED</p> <p>FOLLOW THE RULES</p> <p>STOP, THINK, CHECK, ACT</p>	
<p>15. When the receiving vessel is full press Black “STOP” Button to stop the shredder - Pic 7</p>		
<p>16. The safety gate is opened and the full vessel must be removed using pumptruck and emptied into the designated skip by use of FLT. The empty vessel should then be replaced under the shredder and the gate shut.</p> <p>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</p> <p>17. Repeat from point 9 until shredding operation has been completed</p>		

<p>18. When shredding is complete (or going for break). Ensure complete closedown of the shredder.</p> <ul style="list-style-type: none"> a) press Black “STOP” Button to stop the shredder - Pic 7 b) Turn Isolation lock ¼ turn anticlockwise and replace the padlock c) Complete checklist QF687/88b post shredding d) Return key to the authorised keyholder 	
<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