|  |  |
| --- | --- |
| **SAFE OPERATING PROCEDURE**  **PLASTIC SHREDDER** | |
|  | |
| **DO NOT use this equipment unless the Supervisor has instructed you in its safe use and operation and has given permission** | |
|  | |
| Safety glasses must be worn at all times in work areas. | Hair Protection circleLong and loose hair must be contained or restrained. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | ApronClose fitting, protective clothing or a workshop apron is encouraged. |

### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Ensure no slip/trip hazards are present in workspaces and walkways.**
2. **Locate and ensure you are familiar with the operation of the ON/OFF starter.**
3. **Check that all guards are in position.**
4. **Never operate without the shredder hopper properly attached to the machine.**
5. **Be familiar with all controls and their proper operation.**
6. **Faulty equipment must not be used. Immediately report suspect machinery.**

#### OPERATIONAL SAFETY CHECKS

**1. Only one person may operate this machine at any one time.**

**2. Never leave the machine running unattended.**

**3. Before making adjustments switch off and bring the machine to a complete standstill.**

**4. Before the shredder is used, ensure correct positioning of the empty container under the shredder to capture the material.**

**4. Never attempt to unclog either the feed intake or discharge opening, or inspect and repair the machine is running.**

**5. If it becomes necessary to push material through the shredder hopper, use the plugger. Do not use your hands.**

**6. Do not allow an accumulation of processed material to build up in the discharge area.**

**7. If the impeller strikes a foreign object or if the machine should start making an unusual noise or vibration, immediately shut off. Inspect for damage.**

**8. Keep hands clear of shredder intake feed at all times.**

#### HOUSEKEEPING

**1. Return all tooling and fixtures to the correct storage location.**

**2. Leave the machine and work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

◼ **Rotating cutting blades** ◼ **Kickback** ◼ **Sharp edges**

◼ **Eye injuries** ◼ **Flying debris** ◼ **Entanglement**

This SOP does not necessarily cover all possible hazards associated with the tool and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to tool use.

© State of Queensland (State Library of Queensland) 2020

This policy is licensed under a Creative Commons Attribution 3.0 Australia licence. You are free to copy, communicate and adapt this work, so long as you attribute the State Library of Queensland.

image001  image002

For more information see <http://creativecommons.org/licenses/by/3.0/au>