

OP 8.1. 12 – Use of compactors

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Version Control

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PROCEDURE: 8.1.12 - Use of compactors

PURPOSE:

- To describe Procedure for safe operation and maintenance of the waste and recycling compactors

METHOD:

- Only personnel who have been adequately trained in the use of compactors on site at BSU Shall be permitted to operate them.
- Record of training will be kept by the Assistant Portorage Manager.
- Safety and operating instructions will be located on or adjacent to the operating panel of each compactor.
- Safe usage of the compactors in accordance with the written procedures (Appendix 1 below) will be monitored by the Assistant Portorage Manger and audited during periodic inspections.
- Stray refuse will be cleared from around the compactors at the end of each day of operation
- Compactors will be maintained via a cyclical maintenance contract with the manufacturers to ensure efficient running and to prevent liquid discharge from the seals.
- When full, the "Preparation for Compactor Emptying" procedure (Appendix 2) will be followed.

The following safety instructions shall be followed at all times:

1. ONLY TRAINED AND AUTHORISED PERSONNEL ARE TO OPERATE THE COMPACTOR.
2. ALWAYS CHECK THAT THE CHARGE BOX AREA IS CLEAR OF PERSONNEL BEFORE OPERATING THE COMPACTOR.
3. KEYS SHALL NOT BE LEFT IN THE KEYSWITCH WHEN THE MACHINE IS UNATTENDED.
4. DAILY CHECKS WILL BE CARRIED OUT ON THE EMERGENCY STOPS AND ANY OTHER SAFETY SWITCHES.
5. REPORT ANY DEFECTS TO MANAGEMENT IMMEDIATELY.
6. NO BSU STAFF SHALL ENTER ANY PART OF THE COMPACTORS UNDER ANY CIRCUMSTANCES.

EFFECTS & ACTIONS ON NON-CONFORMANCE:

If this procedure is not applied it may result in:

- Potential for injury or death of operational staff
- Potential for the discharge of noxious liquids
- Potential for littering
- a non-conformance with clauses of the ISO 14001 standard.

Departures from this procedure are addressed using procedure 10.2 Nonconformity, corrective action & preventive action.

Appendix 1:

Compactor operating procedure.

1. Ensure there are no personnel standing underneath the tipper before operating.
2. Rotate safety barriers to their down position (the safety barriers are interlocked and the compactor will not work until barriers are in their fully down position).
3. Make sure the compactor is plugged in.
4. In the case of the large recycling compactor- always use the remote control handset and stand clear of the operating panel to prevent the possibility of being hit by stray refuse.
5. Switch on isolator.
6. Switch the key switch on the control station to 'ON' (it is not recommended that the compactor be left unattended in the 'ON' position).
7. Switch tipper selector switch to 'TIP'.
8. If the tipper is in the up position. Press and hold in the start button whilst simultaneously pressing the down button; the tipper will come down.
9. Position cart up to the tipper.
10. Press and hold in the start button whilst simultaneously pressing the up button. The tipper will trap the cart and then continue to tip the cart emptying the contents into the compactor. When the tipper is in the fully up position, release the buttons. If roll top lids are fitted to the carts the lid will open automatically as the tipper goes up.
11. Press and hold in the start button whilst simultaneously pressing the down button and the tipper will go down. When the tipper is down release the buttons. You may now remove the empty cart.
12. Switch tipper select button to 'RUN'.
13. Press start button; the compactor will do one (two in the case of the recycling compactor) complete cycle.
14. In some instances if the waste being compacted is light i.e. polystyrene or polythene it may prove necessary to use another cycle. Repeat step 11.
15. When all the waste has been disposed of switch the key switch to 'OFF' and remove the key.

Appendix 2:

PROCEDURE TO PREPARE FOR COMPACTOR EMPTYING

1. When the bin is almost full to capacity it will be noted that the ram head is not able to reach the end of its forward stroke due to the back pressure of the waste and the $\frac{3}{4}$ light will illuminate. At this stage it is recommended that no further waste is compacted. If your compactor has been fitted with a "Full" indicator (optional) and you continue to add waste this indicator will then flash.
2. Run the ram head fully forward and press the stop button.
3. Raise the tipper and lock the safety barriers in their up position.
4. Turn the key switch off and remove key.
5. Switch off the isolator and lock off.
6. Disconnect the trailing plug from the isolator socket. The cable and plug should be carefully wound up and stored in the cabinet provided on the side of the compactor.
7. Disconnect remote control cable (recycling compactor only) and stow on hook provided adjacent to remote panel.
8. When the compactor is returned, reconnect the power socket and remote control (recycling compactor only) and ensure the main door is securely closed.