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| **PLASTIC SHREDDER** |
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| **DO NOT** use this machine unless you have completed the induction and a supervisor has given you permission |

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| Safety glasses must be worn at all times. | Hair Protection circleLong and loose hair must be contained or restrained.  |
| Appropriate protective footwear must be worn.Foot Protection circle |  |

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

1. **Ensure no slip/trip hazards are present in workspaces and walkways.**
2. **Check the Shredder is clean, and free of debris or blockages.**
3. **Check all safety guards are in position and operational**

**DO NOT** use faulty equipment - Report this immediately

#### OPERATIONAL SAFETY CHECKS

1. **Check that the battery cables are connected to the motor before turning the machine on. It may be necessary to switch off the inverter, and reposition cables if charging has occurred.**
2. **Ensure machine is fully charged before starting.**
3. **Check that a suitable container is securely in place to collect shredded material before starting, positioned to minimise spillage**
4. **Start machine before adding material to be shredded.**
5. **Do not overload the hopper, adding material as shredding proceeds.**
6. **Use a push stick to engage material with cutting blades if required. NEVER place hands in the hopper while the machine is in operation.**
7. **If a jam occurs, stop the machine, and reverse until blockage is cleared before continuing shredding. Turn the machine off, and use pliers to remove jammed pieces if required. NEVER remove jammed material with your hands.**
8. **When shredding is completed, turn machine off before cleaning.**

#### HOUSEKEEPING

1. **Switch off the machine and brush out loose shredded material.**
2. **Connect inverter to battery, and activate so the machine is fully charged for the next user.**
3. **Leave the work area in a safe, clean and tidy state.**

## POTENTIAL HAZARDS

**◼ Electric shock ◼ Cuts and crushing by rotating shredder blades**

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.