

SOP - Polystyrene Machine

DO NOT use this plant* or complete this task unless you have been inducted in its safe use and operation by an Authorised Experienced Operator

This SOP may not cover all possible hazards and risks and should be referred to as a control measure in the risk assessment process. Additional training may be required for high risk plant/work. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT



Eye protection must be worn



Long and loose hair must be contained or covered.



Hearing protection must be worn



Foot protection must be worn



Hand protection must be worn



High visibility clothing must worn



Walk-a-Round

POTENTIAL HAZARDS AND RISK

- ⓘ Entanglement**
Entanglement in moving parts
- ⓘ Slip, Trips, Falls**
Slip, trip, fall due to workspace and walkways not being made clear
- ⓘ Electrical Shock or Burn**
Electrical shock or burn from damaged or poorly maintained electrical leads and cables
- ⓘ Exposure to Dust/Fumes**
Exposure to Dust
Exposure to other emissions released by the plant

- ⓘ Manual Task Injury**
Manual task injury from repetitive movements
- ⓘ Cutting, Stabbing or Puncturing**
Injury from contact with moving parts
Injury from unexpected movement of plant
- ⓘ Other**
Contact with hot or cold parts of plants
Burn injury

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Complete site specific risk assessment
- ✓ Complete visual plant check before operation
- ✓ Ensure you are familiar with plant operations and controls
- ✓ Ensure that guards are fitted, secured and functional in accordance with manufacturers guidelines
- ✓ Check all electrical tags to ensure date is current. Advise supervisor if the test date is within two weeks for approved person to be scheduled for test and re-tag
- ✓ Check power lead is in good working order and does not create a trip hazard

OPERATING PROCEDURES

- ✓ Keep clear of moving plant parts at all times whilst in operation
- ✓ Operate plant to the conditions of the work area
- ✓ Only operate plant for its intended use
- ✓ Continually clean and remove spilled material from operating floors and surrounding areas
- ✓ Ensure entry to operation area and access pathways are safe and kept clear of any debris or obstructions
- ✓ Ensure shed roller doors remain open while plant is in use

- ✓ Sort through materials ensuring only specified materials are selected and all other materials disposed of accordingly
- ✓ Ensure contaminated materials e.g. sticky tape are removed from materials
- ✓ Before shutting machine down ensure feeder is clear of material. Close gate at the bottom of the hopper only when material has stopped exiting the extruder (allow 15 seconds)

MACHINE BLOCKAGES

- ✓ Avoid blockages by gradually feeding materials into plant
- ✓ Apply the Emergency stop button and isolate recycling machine
- ✓ Unblock bottom chute materials by moving slider back and forth and tap bag to loosen material
- ✓ Seek assistance if required
- ✓ Advise operations manager if unable to unblock or return machine to full service. Operations manager to contact service provider for repairs

MAINTENANCE/SERVICING

- ✓ All recycling equipment MUST be isolated and remain shut down and locked whilst servicing or maintaining equipment
- ✓ During operation, monitor recycler temperatures. Allow cooling by switching power off when not in use

- ✓ Only competent persons (approved by IS Recycling) are permitted to complete the required servicing requirements for the recycling machine

BREAKDOWNS

- ✓ Breakdowns are to be reported to the Operations Manager immediately
- ✓ Only licensed, qualified persons are permitted to complete any machine repairs
- ✓ Repairs must be assessed by Operation Manager prior to commencement of such repairs

EMERGENCIES

- ✓ In the event of plant emergency, immediately stop recycler by pressing the emergency stop button located at the control panel
- ✓ In the event of a site emergency evacuation, shut down and isolate recycler only if safe to do so

ENDING OPERATIONS

- ✓ Plant must be completely shut down, isolated and key removed for cleaning
- ✓ Plant and surrounding areas are to be cleaned and left tidy at the end of each shift
- ✓ Ensure plant is reinspected at completion of shift and any faults identified are reported to the Operations Manager immediately

DO NOT

- ✗ Do not use if plant is faulty. Attach an Out of Service tag and report fault to your supervisor
- ✗ Do not commence operations until worker has ensured that plant is fully compliant with all regulations
- ✗ Do not use broom handles or any other foreign objects to remove plant blockages
- ✗ Do not leave plant running unattended
- ✗ Do not leave keys in machinery whilst unattended
- ✗ Do not wear loose jewellery
- ✗ Do not use mobile phone while operating plant

***Plant in this SOP refers to any machinery, equipment, appliance, container, implement and tool.**