

## Safe System of Work

### OPERATING AND SAFETY INSTRUCTIONS FOR GRANULATOR

Name: ..... Training Date:.....

	Instruction	Understood ✓ or X
1	Explain that safety equipment must be used at all times and why – Full face defender MUST be used, ear defenders, safety boots.	
2	Before operating a machine clarify that safety check has been completed and signed off, if not see a Manager or setter before switching the machine on.	
3	Explain where the red emergency stop button is and when to use it.	
4	Before starting up the granulator ensure the external fan is running (if not inform manager/supervisor). Turn on main isolator switch on wall, turn on granulator using switch situated at the back of the machine.	
5	After the granulator has been running for 2 minutes, you can start grinding the pipe/profiles through the hatch at the side of the machine. These Must not be over 1mtrs in length. Do not overfeed the granulator.	
6	If grinding pipe fitting or sprues the hatch at the rear of the machine should be used, wear gloves when grinding fittings or sprues, do not overfeed the granulator.	
7	After grinding for approx. 20 minutes empty catch bin, to do this turn off machine using red button, wait 20 seconds then turn off isolator switch, open main front doors, this will give time for the motor to stop rotating.	
8	Empty contents into a large barrel using shovel provided, dust mask MUST be used when emptying bin. Label barrel with material description.	
9	Once catch bin is empty, insert this back into the machine and close the doors, then start process 5/6.	
10	When grinding is complete tidy granulator room and turn off isolator switch.	
11	Do not use any machine unless trained and authorised by Manager.	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name: .....

Signed: ..... Date:.....

I confirm that I have trained the aforementioned person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the machinery or if they require further training. I authorise this person to use the machinery detailed above.

Name: .....(Authorised Trainer)

Signed ..... Date: .....