

# Safe System of Work

## **OPERATING AND SAFETY INSTRUCTIONS FOR CUSHION PACK SHREDDER**

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

	Instruction	Understands ✓ or X
1	Explain that safety equipment must be used always and why – safety boots must be used when running machines. Long hair, loose pieces of clothing, neckties, jewellery, scarves etc. must be kept away from the feed slot (1). Do not place fingers close to the feed slot (1).	
2	At the start of the day switch on using the main switch (6). The operating lamp (4) will light. Now move rocker switch (5) to the on position 'I'. The machine will start.	
3	Select material ensuring the thickness is less than 12mm. Use only cardboard, boxes or paper.	
4	Ensure all metal or hard objects are removed from folded material before commencing. Always remove the stapled edge.	
5	Insert materials into the feed slot (1). Shredded material will be produced from the outlet (2). Ensure the outlet is never obstructed.	
6	If padded material is required, the flap at the outlet (2) needs to be attached by two springs.	
7	If material gets jammed, press rocker switch (5) to position '0' which will turn the machine off. Put rocker switch (5) to position 'R' and hold until material has been released. Now press rocker switch (5) to position '0' again which will turn the machine off and then the material can be removed.	
8	In the event of danger, press the Emergency Stop Button (3). See Operating Manual to reset this.	
9	When not in use, press rocker switch (5) to position '0' to turn off the machine. At the end of the day also switch off using the main switch (6).	
10	Do not use any machine unless trained and authorised by Manager/Setter.	

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: .....