227215

1. **Background**
	1. The site uses a machine for compacting cardboard (hereinafter, “the Machine” or “the Compactor”).
2. **Goal**
	1. To define the safety principles and instructions for operating the Machine on the site.
3. **Applicable documents**
	1. Manufacturer’s instructions
	2. Appendix A – Training confirmation
4. **Method**
	1. The Machine will be operated only by operators who have been trained and authorized to operate the Machine, trained by the foreman/site manager.
	2. The Machine operator will ensure at all times that: the Compactor is in good working order, there is adequate lighting in the Compactor work area, the area is accessible, clean and orderly without obstacles.
	3. The Compactor will be connected to the power grid only by a certified electrician, by connecting it to the main power lines.
	4. It is strictly prohibited to bypass the safety switches or to do anything to remove the shields in order to perform **any action** while the Compactor is working.
	5. It is strictly prohibited to go into the Compactor. Maintenance works will be performed only by a certified electrician.
	6. Before operating the Compactor, ensure that the “mushroom” emergency switch located on the Compactor operating panel is working.
	7. Check the compression chamber before turning it on. The Compressor is equipped with a safety switch for the compression chamber (make sure that you cannot operate the Compactor when the compression chamber is not properly closed).
	8. Make sure there are no other people near the Compactor.
	9. Do not approach the Compactor opening while it is compacting.
	10. Confirm that the safety installations are connected before switching on/operating the Compactor.
	11. Do not place any part of your body (hands, feet, etc.) into the Compactor openings except after pushing the mushroom emergency switch and turning off the main electrical switch.
	12. Do not use any kind of object or pole to compress the cartons while the Compactor is operating.
	13. In the event of any unusual noise or a malfunction, disconnect the Compactor from the power by pressing the mushroom emergency switch located on the operating panel, and turn the main switch to “0”.
5. **Inspecting the Compactor structure**
	1. Ensure that the Compactor is built so that the operating handle prevents uncontrolled operation.
	2. Ensure there is a security mechanism (shut-off) for the operating handle that will prevent uncontrolled operation of the operating handle.
	3. Ensure that the direction for turning on the operating handle prevents anyone from getting trapped.
	4. Ensure that there is a protective cover over the operating handle.
	5. Ensure that there is a partition that divides between the location of the operating handle and the area of the inverter movement.
	6. Ensure that the electrical operating switches are location beyond the area of the inverter movement.
	7. Ensure that clear warning signs are hung indicating the hazards of the Compactor.
6. **Responsibility for implementing the procedure:** Head of the Housekeeping Unit/Housekeeping Department Director

**Date**:

**Name of site**:

**Appendix A – Confirmation of Safety Training to Operate the Cardboard Box / Trash Compactor**

I hereby confirm that on I received safety training for operating the Compactor, that I have read and understood the instructions for operating the Compactor.

Name of employee ID No.

Signature

Name of contracting company

Safety Unit director: Signature:

Housekeeping & Landscaping director: Signature:

Date

This form will be file in the personal file of the employee / Housekeeping director.