



# **SUPPORT INFORMATION FOR WASTE COMPACTORS**

**Health & Safety**

**Environmental Policy**

**Risk Assessments &  
Method Statements**

# PDE Waste Technologies

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## Equipment Schedule

Description	Quantity
PDE Static Compactors (example only)	
PDE Portable Compactors “ “ “	

## Work Schedule

Description Of Work	Carried out by	Completion date
To install <b>3 phase, 32A, N&amp;E</b> Power supply as detailed in this pack and positioned in the equipment schematics drawing of this manual for the Portable/Static Compactor.		

**NB.** In the event where any cost are incurred by PDE Waste Technologies as a result of the necessary installation work as noted above not being completed on time to facilitate the said installation any such cost shall be passed on to the customer unless suitable notification has been provided and accepted by PDE Waste Technologies in advance.

# SITE REQUIREMENTS

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- While the machine (s) can be located outside, it is recommended that it be placed inside or under a covered area (with exception to compactors).
- A good solid level surface is required.
- If machine is located outside, a suitable outdoor waterproof plug should be fitted (IP67 Rated).
- It is the customer's responsibility to comply with all local electrical and civil standards.

**NOTE: THIS WORK SHOULD ONLY BE CARRIED OUT  
BY A QUALIFIED ELECTRICIAN**

- Machinery should be located in a well-lit area.
- Sufficient space is required around the equipment to allow for safe operation and or for threading, filling, removing bales etc (if baler application).
- This machine should be levelled to prevent any rocking. Machine should be level from side to side and back to front.
- Adequate ventilation should be provided around the machine.

# Installation Requirements

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## Delivery

The equipment as highlighted in the equipment schedule will be delivered to your site after it has undergone a pre-delivery inspection and will be delivered ready for connection. Your equipment should be in perfect condition upon arrival, please visually check for any transit damage, which should be reported to PDE as soon as possible to minimise any delays of installation.

## Transportation

Sufficient space must be provided at your site during the installation to allow for transportation of your equipment by means of a “flatbed” vehicle, and off loaded by way of a “hiab” or “forklift” vehicle (depending on equipment type) and on subsequent days when the compactor will be removed for emptying and /or recyclable material will be removed for reprocessing.

## Installation

The installation of the equipment and any associated equipment (tippers, guide plates, platforms etc) shall be installed by a PDE engineer at a mutually convenient date agreed between yourselves and our engineering manager. It will be the responsibility of the customer to ensure that all necessary civil and electrical works, as per our work schedule, are completed prior to installation.

Any delays in the completion of the civil or electrical work should be made known to PDE as soon as possible.

## Training

Training in the safe use of the machinery will be carried out after a representative of PDE has completed the installation and has certified the equipment safe to use. It is imperative that all staff who will be using the equipment is in attendance during the training session and any additional personnel who will ultimately be responsible for health and safety of their staff to ensure they are satisfied and that all needs have been met. Training certificates will then be issued after completion.

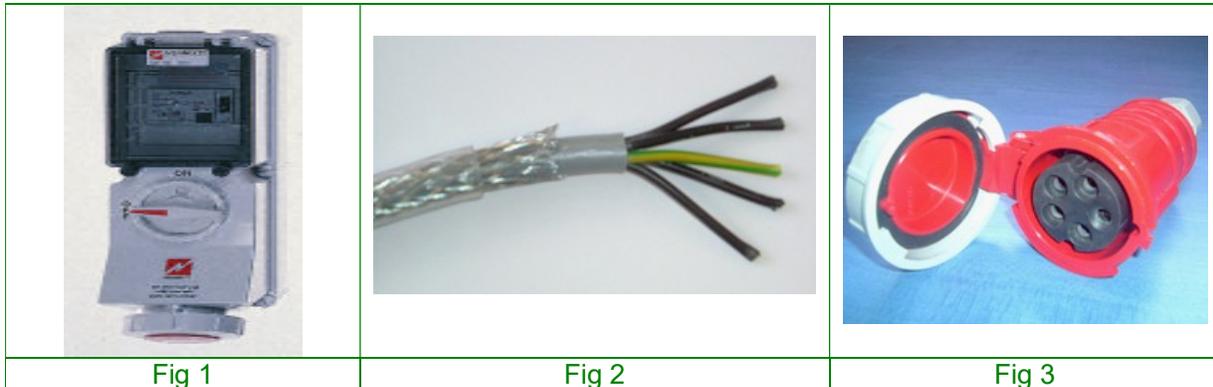
**Staff should not operate any machinery under any circumstances until fully trained to do so.**

# Electrical Requirements

## Supply Details Compactor

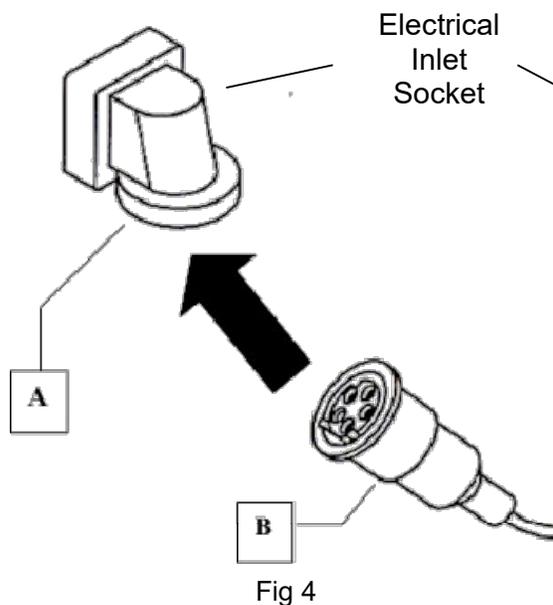
The power supply **must** be 400V three-phase power supply, rated at 16 or 32 Amps (as per initial quotation) and protected by a 30ma residual current operated circuit breaker (**See Fig 1**). The supply lead connecting between the RCD/Isolator switch and the machinery **MUST** be 5 core "SY" type armoured flex of at least 2.5mm diameter (**See Fig 2**) and fitted with a cee-form connector rated at IP67 (**See Fig 3**) for connection with the machinery (**See Fig 4**).

In order to comply with VDE.0113 2.86, part 1 section 5.6.2.d the supply for this machine must be permanently fitted with a lockable local isolator.



## Connection Compactor

Your machinery will arrive with an electrical inlet socket at the control box (**See Fig 5**) and will connect directly on to the power supply cable as detailed above. This is to be used to connect the machinery to your supply and disconnected to allow for emptying (**See Fig 4**). Please ensure that the RCD and isolator switch (**Fig 1**) are positioned as close as possible to final position of machinery as stated on equipment schematic drawing of this pack.



## Phase Rotation

The direction of rotation of the motors will be checked during installation and commissioning by engineer.

## Statement of General Policy – Health and Safety

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1. The Company has always been aware of, and fully accepted its responsibilities, both statutory and otherwise for the Health and Safety of its employees and will continue to do so.  
  
The Company will, so far as is reasonably practicable, take any action that is necessary to provide: -
  - a) Safe plant and maintenance of such plant.
  - b) Safe systems of work.
  - c) Sufficient information, instruction, training and supervision to ensure the Health and Safety at Work of all employees.
  - d) Safe arrangements for the use, handling, storage and transport of articles or substances.
  - e) A safe place of work, with safe access to and egress from it.
  - f) Adequate facilities for welfare at work.
2. The Company will ensure, so far as is reasonably practicable, that persons not in our employment shall not be exposed to risks to their health and safety when they are within Company premises or when they are in contact with Company products.
3. The Company recognises that no Health and Safety Policy can be successful without the full co-operation of employees. The Company reminds its employees of their statutory duties to take reasonable care for the health and safety of themselves and other workers, and to co-operate with the Company in its implementation of its Health and Safety Policy.
4. Without detracting from the responsibility of Managers, Engineers and Supervisors for ensuring safe conditions of work, the Company will provide, so far as is reasonably practicable, competent technical advice on health and safety matters to ensure them to carry out these responsibilities.
5. A copy of this Statement, together with a “Safety Code of Conduct” will be issued to employees. This Statement will be reviewed from time to time, and may be revised or modified when considered necessary. Any such changes will be brought to the notice of employees.
6. Line Managers, the Health & Safety Officer at Crophorne and on occasion, other experienced employees identified by management are responsible for assessing the risks involved in the tasks that they manage and ensuring adequate working practices. Copies of risk assessments and working practices are readily available for all employees.

The company recognises its responsibility as an employer, for providing so far as is reasonably practicable, a safe and healthy working environment for its employees, and that of people not in our employment who may be affected by the company's activities.

We, the Management of PDE Waste Technologies are in agreement to honour our statutory obligations under the relevant health and safety legislation as to satisfy the needs and expectations of our business, employees, visitors and customers, while taking into account the needs of our customers, and the community as a whole.

We will continue to monitor, compare, and improve our safety performance based on current legislation and standards, also taking into account the performance of comparable businesses within the industry.

We will achieve our objectives by helping to motivate company employees to develop a positive and active role in the decision-making process, and the involvement of implementing the health and safety management systems.

We believe we will help to develop a positive and pro-active health and safety culture, based on the co-operation and understanding of our workforce, as a result of this involvement.

We recognise that to maintain such a high level of commitment, it will be necessary to provide and develop active roles, and adequate resources within the company. To this end, we will ensure that the management structure will encourage and support safe working conditions.

### **Objective**

It is the primary objective of both management and employees only being realised through proper planning and foresight to ensure clearly and defined safety responsibilities, employee awareness and conscious application of policies and procedures.

### **Responsibility**

Ultimate responsibility for the policy lies with the Managing Director.

The Health and Safety Manager will be responsible for ensuring that the company's safety policy is implemented and will create a safe working environment.

This policy will only work with the active co-operation of everybody.

Good communication and effective liaison must be established at all levels. We all have a duty to create and maintain safe working practices and a healthy working environment; we all have a responsibility to ourselves, each other, and the company.

Signed: *MB Sheppy*

Date: 15/08/2022

# Accident Reporting Procedure

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## Scope

This procedure applies to all employees and their Supervisors.

## Procedure

- Employees, Supervisors, Managers and the Safety Officer at Crophorne are all responsible for ensuring that all accidents or dangerous occurrences at work are to be reported in the appropriate manner as detailed below.
- The incident must be recorded in an official accident book, and on the attached forms, with copies of all sent to the Managing Director and the Health & Safety Officer - within 4 hours of the accident or occurrence.
- The Health & Safety Officer will be responsible for checking that all forms are correctly completed and follow up actions are implemented.
- If working on a customer's premises, the employee is also responsible for ensuring the accident or occurrence is reported in the customer's accident book.

Site managers and the Health & Safety Officer at Crophorne are responsible for ensuring that when necessary accidents and dangerous incidents are reported under the RIDDOR95 regulations

## Procedure for Ensuring Correct use of PPE

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### Purpose of procedure

The Company has a legal duty to ensure that employees are issued with, and wear relevant personal protective equipment. Employees also have a legal duty to co-operate with the Company to wear such equipment.

### Person's responsible

All employees are responsible for wearing appropriate PPE

### Procedure

On a regular basis, and a random time, those responsible will undertake an audit of personal protective equipment being used by employees.

The attached check list will be used.

Employees not wearing adequate PPE will be recorded and reported to management.

Employees who continually refuse to wear appropriate PPE will face disciplinary action.

The audit checklists will be copied to the Managing Director and kept on file.

## Fire Emergency Procedure

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It is the responsibility of all employees to extinguish any small fires which are of a minor nature, and which can be extinguished without risk to the individual. If in doubt about the ability to deal with the fire safely and effectively, sound the fire alarm

Following are basic instructions on what to do in the event of discovering a fire or on hearing the fire alarm sounding

You are asked to familiarise yourself with the most convenient route to the assembly point at the front of Nicholas House.

**YOU ARE TO LEAVE THE BUILDING IMMEDIATELY AND NOT TO RETURN FOR ANY ITEMS, PERSONAL OR OTHERWISE**

In the event of an evacuation, you are asked to comply with these instructions and to evacuate the building in an orderly manner so as to ensure everyone's safety

If at the time of a fire evacuation, you are with visitors, then you are asked to ensure that they also evacuate the building.

No person shall leave the assembly point or re-enter the building unless authorised to do so by one of the Fire Marshalls or a member of the Fire Service.

## Covid-19 Procedure

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PDE is responsible for the identification and assessment of risks including those posed by the Covid-19 infection. The covid-19 risk assessment has been developed in accordance with the latest Government guidance and is documented and communicated to employees, contractors and visitors through inductions, information and signage.

# Risk Assessment - Single & Multi Stage Ladders

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This assessment covers portable ladders, which can be put up and down by one or two people and are easily transported. It does not cover the use of mobile steps

## Risks

- Falls from the lower end of ladder whilst stepping onto or off the ladder
- Ladder slips sideways or bottom moves outwards causing user to fall
- User falls from ladder whilst ascending, descending
- User falls from ladder while working from it due to a slip or over-reaching
- Ladder is used at the wrong angle
- Injury to user or others, if ladder or tools fall
- Failure of the ladder or one of it's components
- All points above could lead to serious injury or death

## Actions

- Assess whether any safer alternative methods are available before a ladder is used
- Ladders should not be an automatic choice and alternatives should be considered first
- Always select the correct ladder for the job in hand and make sure it is man enough for the job
- All ladders must be checked thoroughly before their use
- Work to be carried out from any ladder should be considered light duty and for short periods of time
- Only authorised personnel to use these types of ladder
- Ladders should, whenever possible, be used in stable conditions, i.e. smooth level dry base, correct angle and secured top and bottom
- When ladders are to be used, they must be fixed at the top and bottom.
- If the ladder cannot be fixed, then a second person must foot the ladder. This also applies while the ladder is being fixed

## Other Points

- Only authorised personnel should use these ladders who have been authorised to do so by a responsible person such as their Manager

# Risk Assessment - Portable Power Tools

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## Operation

Hand-arm vibration regarding portable power tools.

## Principal Hazard

1. Portable power tool. Regular and frequent exposure to hand-arm vibration from any type of hand held equipment which causes shocks to be transmitted to the hand and arm.

## Persons at Risk

PDE Employees who operate portable power tools.

## Main Legal requirements

1. Health and Safety at Work Act 1974 Section 2 &3
2. Management of Health and Safety at Work Regulations 1999 Regulation 3
3. Manual Handling Operations Regulations 1992 Regulation 4
4. Control of vibration of Work Regulations 2005
5. Use of Work Equipment Regulations 1992
6. Provision and Use of Work Equipment Regulations 1998 Regulation 4,6 & 7
7. Common Law Duty of Care

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## Significant Risks (please refer to risk rating matrix at end of document)

1. Injury to employees caused by carpal tunnel syndrome  
Rating: Medium 4 (medium classified by an operator who regularly operates a portable powered rotary tool for more than 1 hour per day or a hammer action tool for more than 15 minutes per day.)
2. Injury to employees caused by Hand –arm vibration syndrome  
Rating: Medium 4
3. Injury to employees caused by vascular disorders  
Rating: Medium 4
4. Injury to employees caused by neurological disorders  
Rating: Medium 4
5. Injury to employees from musculo-skeletal symptoms  
Rating: Medium 4

## Consequences

Acute and chronic health problems leading to pain, distress and sleep disturbance, not being able to feel things properly, loss of strength in the hands, fingers going white and becoming red and painful on recovery.

## Control Measures

**Note: Before commencing work off site PDE employees must report to the site safety officer and agree to abide to the sites Safe System of Work.**

1. Appropriate PPE such as anti-vibration gloves, safety boots, eye and ear protection to be worn. Barrier cream to be used and hand washing facilities to be made available to employees.
2. First Aid: Employees must inform the site First Aid representative of their activities and be aware of the First Aid facilities. Injuries sustained must be reported to the PDE Health and Safety Officer immediately.
3. Power tools should be selected with the lowest vibration level utilising anti-vibration technology. A tool producing high levels of vibration to have anti vibration-handles to reduce the risks of Hand Arm Vibration Syndrome.
4. Operators must minimise the time spent operating the equipment.
5. Ensure that all equipment is properly maintained.
6. Make sure cutting tools are kept sharp so that they remain efficient.
7. Avoid gripping or forcing a portable powered operating tool more than you should.
8. Store tools so that they do not have a very cold handle when next used.
9. Encourage blood circulation by keeping warm and dry, giving up or cutting down on smoking, massaging and exercising your fingers during work breaks.
10. Provide the operator with suitable instruction, information, training and supervision.
11. Report any symptoms promptly to your employer.
12. Health surveillance must be carried out for employees who are regularly exposed to vibration above the exposure action value of 2.5m/s<sup>2</sup>.
13. A noise risk assessment may be required where deemed necessary.
14. Manual handling to be kept to a minimum and mechanical means utilised wherever possible.

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### Residual Risk (risks after controls are in place)

**Severity:** \_\_\_\_\_ **Likelihood:** \_\_\_\_\_ **Residual Risk:** Yes

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### Information

Details of current regulations available from Health & Safety Officer.

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### Risk Assessment Review

1. Risk Assessment covers all portable power tooling.
2. Risk assessment to be reviewed if any one of the following conditions change:
  - a. Introduction of new machinery, processes or hazards.
  - b. New information on hazardous substances
  - c. New legislation.
  - d. Changes in the workforce.
  - e. Significant changes have taken place.
  - f. Reported accidents, incidents or minor accidents.
  - g. At least every 2 years.

### Risk rating matrix

Risk=Severity x Likelihood			
Likelihood	Severity		
	Slight 1	Serious 2	Major 3
Low 1	Low 1	Low 2	Medium 3
Medium 2	Low 2	Medium 4	High 6
High 3	Medium 3	High 6	High 9

# Risk Assessment - Lifting Equipment

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## Operation

Unloading / loading with mobile crane

## Principal Hazards

1. Crushing, falling or failing loads, struck by hazards, exposure to moving parts, electrocution, manual handling, falls on and off vehicles, obstructions in the unloading bay, suitability of the ground, pedestrians in the area, inadequate access & overhanging material.

## Persons at Risk

1. Visitors.
2. PDE employees who operate and assist with mobile crane operations.

## Main Legal requirements

1. Health and Safety at Work Act 1974 Section 2 &3
2. Lifting Operations and Lifting Equipment Regulations (LOLER)1998 Regulations 4, 6 - 10
3. Manual Handling Operations Regulations 1992 Regulation 4
4. Use of Work Equipment Regulations 1992
5. Provision and Use of Work Equipment Regulations 1998 Regulation 4,5, 6, 7 & 8
6. Common Law Duty of Care
7. Management of Health and Safety at Work Regulations 1999

## Significant Risks (please refer to risk rating matrix at end of document)

1. Injury to employees caused by crushing. Rating: High 6
2. Injury to employees caused by falling and failing loads. Rating: High 6
3. Injury to employees struck by hazards. Rating: High 6
4. Injury to employees from exposure to moving parts. Rating: Low 2
5. Injury to employees from electrocution. Rating: Low 2
6. Injury to employees from manual handling. Rating: Medium 3
7. Injury to employees from falling on and falling from vehicles. Rating: Medium 4
8. Injury to employees from obstructions in the loading and unloading area. Rating: Medium 4
9. Injury to employees from poor suitability of the ground. Rating: Low 2
10. Injury to employees/ pedestrians in the loading and unloading area. Rating: High 6
11. Injury to employees from inadequate access to the loading and unloading area. Rating: Medium 3
12. Injury to employees from overhanging material. Rating: Low 2

## Consequences

Fractures, bruising, acute and chronic health problems and death.

## Control Measures

**Note: IF working off site, PDE employees must report to the site safety officer and agree to abide to the sites Safe System of Work.**

1. Employers shall ensure that every lifting operation is properly planned by a competent person, that it is supervised and carried out safely. The competent person should have adequate and theoretical knowledge and experience of planning lifting operations. Appropriate supervision means that it should be proportionate to the risk, the nature of the work and the competence of those involved.
2. Only suitable qualified and experienced persons to load/unload bodies and product to and from transport.

3. Appropriate PPE such as, safety boots, hard hats, high visibility jackets, gloves and safety harnesses to be worn. Suitable clothing and protection for type of weather to be taken into account. e.g sun block during sunny periods.
4. First Aid: Employees must inform the site First Aid representative of their activities and be aware of the First Aid facilities. Injuries sustained must be reported to the PDE Health and Safety Officer immediately.
5. Ensure that all equipment is properly maintained.
6. Ensure that the ground area is suitable and sufficient and that there are no overhead electric cables present.
7. Inspect the load before unloading begins and ensure that any supporting timbers have not broken.
8. Manual handling to be kept to a minimum and mechanical means utilised wherever possible.
9. Ensure that the vehicle brakes have been applied before unloading begins.
10. Suitable securing devices must be used throughout the time the body/product is unloaded from the host vehicle. Do not allow the body/ product to roll off the vehicle. Do not exceed the lifting tackle safe working load limit.
11. A ladder must be used when getting onto and from bodies during slinging. The ladder is to be secured at the top and to have a safe footing and must protrude significantly above the height of the loaded body / product.
12. Personnel must stand away from the load before it is lifted. Never stand on or underneath a load once it has been attached to lifting equipment.
13. Chassis movement procedure to be used at all times when a body / product is being transported into or out of the main factory.
14. Third party must assist when moving vehicles into the workshop.
15. Ensure other personnel are clear when moving bodies / vehicles.

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**Residual Risk (risks after controls are in place)**

**Severity:** \_\_\_\_\_                      **Likelihood:** \_\_\_\_\_                      **Residual Risk:** Yes

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**Information**

Details of current regulations available from Health & Safety Officer.

**Risk Assessment Review**

Risk assessment to be reviewed if any one of the following conditions change:

- Introduction of new machinery, processes or hazards.
- New information on hazardous substances
- New legislation.
- Changes in the workforce.
- Significant changes have taken place.
- Reported accidents, incidents or minor accidents.
- At least every 2 years.

**Risk rating matrix**

Risk=Severity x Likelihood			
Likelihood	Severity		
	Slight 1	Serious 2	Major 3
Low 1	Low 1	Low 2	Medium 3
Medium 2	Low 2	Medium 4	High 6
High 3	Medium 3	High 6	High 9

# Risk Assessment – Hydraulic Fluid

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## Operation

Hydraulic Fluid

## Risks

- Eye damage
- Inhalation of vapour from high pressure fluid
- Injury from high pressure oil leaks
- Absorption through skin
- Slipping or falling
- Environmental damage

## Actions

- Use appropriate PPE (eye protection, gloves, safety footwear)
- COSHH regulations to be adhered to
- High pressure hoses to be covered in suitable material to disperse high pressure fluid jets in the event of a leak
- All leaks/spillages to be cleaned up with absorption materials as soon as possible

## Other Points

- Any significant spillage must be reported to the relevant authorities if it is likely to cause an environmental danger

# Risk Assessment – Manual Handling

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## Operation

Manual Handling

## Risks

- Back strain/injury
- Entrapment of limbs, fingers/toes
- Laceration of limbs/fingers
- Muscle strain

## Actions

- Always use appropriate PPE (gloves, safety footwear)
- Use suitable lifting gear for the job in hand
- Exercise caution and the correct posture and lifting procedure when moving heavy or awkward items
- Third party must assist when moving vehicles into the workshop

## Other Points

- All employees issued with safe manual handling leaflet

# Environmental Policy

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The Management of PDE Waste Technologies are committed to reducing the impact of the Company's activities upon the environment, as a consequence of this, the management are committed to continuous improvement in environmental performance and the prevention of pollution, and will provide and employ sufficient resources to;

## Waste Management

- Select and operate facilities and processes to minimise any adverse effects on the environment or the health policies and properties of neighbours.
- Comply with statutory requirements, planning and licence conditions and recognised Codes of Practice, defining its own standards where no others are applicable.
- Develop and maintain its facilities to high environmental standards, incorporating appropriate techniques and utilising the results of recent research.
- Investigate, and where possible implement, such schemes for the recycling of materials and recovery of energy from waste or its products.

## Transport and Mobile Plant

- Minimise the use of vehicles and effects of its vehicle use, transport services and mobile plant on the environment.

## Purchasing and use of Resources

- Ensure that its waste management and transport contractors have relevant environmental consents.
- Give favourable consideration to tenders for the supply of goods and services, which demonstrate an environmental commitment.
- Minimise the use of water, fuel, power and materials at all of their premises.

## Raising Awareness

- Ensure that their workforce is informed and trained to understand, implement and participate in the review of its environmental policy.
- Explain the environmental implications of its activities through liaison with neighbouring communities and other interested parties.

## Implementation

- Strive to emulate best industry practice and exceed statutory environmental requirements in all its activities, thereby seeking a continuing improvement of standards.

Establish an environmental management system to define, implement, report and review procedures and responsibilities for complying with its environmental policy.

Signed; *MB Sheppy*

Date: 15.08.2022

## Risk Assessment - Compactor

Work Activity Or Area Assessed	Compactor – Installation, Service & Maintenance	
Assessor & Assessment Date		
List Of Who Might Be Exposed To The Hazards	Engineer	Contractors
	Client Employees	Anyone In Vicinity
<b>List Of Significant Hazards</b>	<b>Controls To Reduce Risk</b>	<b>Further Action Required &amp; By Whom</b>
<b>Installation Process</b>		
Transportation Of Compactor	Tilting cover/door is locked during transportation. All doors, hatches, covers and valves etc locked. Machine secured. Competent Driver. Suitable vehicle used.	
Injury From Vehicle During Delivery – Impact, crushing, cuts, head injuries and abrasions, Damage to property.	Carry out pre-delivery inspection of site. Ensure site has sufficient space during installation. Delivery Supervised. No unauthorised persons in area during delivery. Ensure adequate space available for access. Exercise extreme care when manoeuvring delivery vehicle.	Client must ensure site is ready for delivery & suitable access available.
Injury Whilst Unloading – impact, crushing & collision. Damage to property.	Manage the unloading operation. Use appropriate handling equipment. Keep area clear during manoeuvring. Suitable surface for equipment. Appropriate PPE if required.	Client must ensure no unauthorised employees are in area during unloading and area is clear.
Injury Whilst Moving Compactor Into Position.	Ensure area is clear of other people. Wear appropriate PPE. Manage the manoeuvre – supervised. Compactor positioned that allows enough space and headroom. Where possible, segregate the area from	Client to keep area clear during movement of compactor.

	<p>personnel or provide barriers or other means of separation. Provide suitable, well-lit space around the compactor.</p>	
Injury From Client Site Traffic – Impact, cuts, bruises, head injury, & crushing.	<p>Keep area clear during installation. Appropriate PPE if required.</p>	<p>Client to inform contractor of site rules/traffic controls. Client to ensure site vehicles are aware of delivery.</p>
Electrical Work – Electrocutation, shock, burns & fire.	<p>Work carried out by qualified personnel. Appropriate tools used and maintained.</p>	<p>Client to inform engineer of fire procedure of site.</p>
Injury From Hand Tools – Misuse, improper maintenance, cuts, puncture wound, and abrasions.	<p>Only use appropriate tools that are in good condition. Use in correct manner. Put away after use. Use battery-powered tools where available.</p>	
Connection Cable – Trips, falls and damage to property.	<p>Placed in position to prevent being run over or incurring damage.</p>	<p>If required client may require the cable to be secured.</p>
Contact With Oil & Grease – Slips, spills, & irritation.	<p>Gloves &amp; eye protection available. Spills immediately cleaned up. Spill kit in company van.</p>	
Contact With Machinery parts – Impact, puncture, debris in eyes, cuts & bruises.	<p>Gloves &amp; eye protection available. Bump hats available. Appropriate clothing worn. Authorised persons only within area.</p>	<p>Client must ensure no unauthorised employees are within area during installation process.</p>
<b>Service &amp; Maintenance</b>		
Repairs & Maintenance	<p>Maintenance and repair work only carried out by qualified engineer with authorisation. Machine isolated correctly from power supply &amp; other precautions as indicated in manual. Proper materials and work methods used that are appropriate to the purpose. Adequate lighting in area. Emergency stop button on machine. Appropriate PPE if required.</p>	

Electrical Work – Electrocution, burns, shock & fire	<p>Qualified engineer to carry out work.  Machine isolated correctly from power supply &amp; other precautions as indicated in manual.  Appropriate tools used.  Battery operated tools used where possible.  Suitable tools used.  Adequate lighting in area.  Emergency stop button on machine.</p>	Client must inform engineer of fire evacuation procedure of site.
Falling Or Entry Of Delivery Chamber – Impact, crushing & amputation injuries.	Machine isolated correctly from power supply & other precautions as indicated in manual.	
Contact With Oil, Grease & Other Chemicals – Slips, trips & irritation	<p>Gloves &amp; eye protection available.  Spills immediately cleaned up.  Spill kit in company van.</p>	
Using Tools – Misuse, improper maintenance, cuts, puncture wounds, bruises & abrasions.	<p>Tools maintained and used in appropriate manor.  Tools suitable for purpose.  Tools put away after use.</p>	
Contact With Machinery Parts – Impact, puncture, debris in eyes, entanglement, cuts & bruises.	<p>Gloves &amp; eye protection available.  Bump hats available.  Appropriate clothing worn.</p>	
Manual Handling – lifting parts etc – Back injury.	<p>Clear working area.  Good lighting in area.  Correct lifting technique use.  Assistance if required.</p>	
Unauthorised Access – Unsupervised public in particular children, & vandalism.	<p>Restricted access to the machine to authorised people only.  Equipment keys given to responsible personnel.</p>	<p>Client to assess site security.  Client to ensure any equipment damage is reported immediately to PDE.</p>

# Method Statement

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## Installation of Waste Handling Equipment on Customer Premises

<b>Equipment</b>		<b>Date</b>	
<b>Manufacturer</b>		<b>Review Date</b>	
<b>Customer</b>		<b>Author</b>	
<b>Location</b>		<b>Ref. No.</b>	

### 1. Introduction

This method statement details the plans for the delivery and installation of a PDE Waste Compactors

### 2. Management

The installation will be managed by PDE Waste Technologies, and carried out by our own staff. At all times during the project a trained and competent person will be in charge of operations. The following personnel will be involved in this project

Managing Director – PDE  
Sales Director - PDE  
Installation Manager - PDE  
Lead Engineer - PDE  
Driver / HIAB Crane Operator

### 3. Delivery

An articulated vehicle equipped with a HIAB crane will deliver the machinery to site on an agreed date. Unloading will take place at rear of building, adjacent to the site of final positioning of the PDE Compactor. A competent person will supervise all lifting and unloading operations and access will be restricted to the immediate area during these operations.

### 4. Security

Access into any site building will be restricted and all site procedures will be adhered to. The customer's representative will issue all personnel with the relevant site, works and hot work permits (if required).

### 5. Positioning

The client will need to arrange for clearing the area prior to installation on the agreed dates. The new PDE Compactors will be positioned at the agreed area as stated on the site survey.

## 6. Installation

The installation of the machinery merely involves connecting the PDE Compactor to the main's supply provided by the customer, checking the phase rotation and setting the control panel.

## 7. Commissioning

When the PDE technician is satisfied that the installation is complete, the commissioning process will begin which involves a full diagnostic and operational check of the machinery and will be necessary for the client to provide a substantial amount of waste material to support this process.

## 8. Training

When the commissioning process is complete to the satisfaction of the Engineer and the client, the process will be demonstrated to the client's Health and Safety and Engineering Representatives to ensure that all objectives have been met prior to commencing staff training. Training and familiarisation will then take place with the designated staff. Further training can be arranged at a later date if necessary. Operator training certificates will be issued by PDE.

This PDE Health and Safety document is approved and signed by

*MB Sheppy*

**Mark Sheppy**, Managing Director PDE Waste Technologies Ltd

Date: 15/08/2022