

POLICY:			NUMBER:
USE AND OPERATION OF WASTE COMPACTORS			WP-77
PREPARED BY:	AUTHORIZED BY:	CLASSIFICATION:	EFFECTIVE:
Facilities Management (FM)	 Andrew Konowalchuk	Work Procedure	May 26, 2025
			SUPERSEDES:
			NEW

PURPOSE:

To ensure that Facilities Management employees are trained and acquainted with safely operating waste compactors. Due to the weight of the garbage bins, this work shall be done by more than one person.

TRAINING:

Workers must have current Lock-out/Tag-out training to operate compactor controls. Workers changing compactor bins will be trained by a qualified person. The training will be conducted on-site and will include hands-on instruction to demonstrate safe practices and provide documentation of completion.

REQUIRED PPE:

Safety footwear, safety glasses, ANSI-105-2016 Level 5 Kevlar gloves, and canvas gloves.

PROCEDURE:

1. Don proper PPE as described above.
2. Start the compactor's cycle by either blocking the sensor with your hand or by pressing and holding the start button for 3 seconds.
3. Stop the compactor's cycle when the ram is forward, using the emergency stop button.
4. Turn the key to the "off" position and turn off the main power to the compactor at the switch.
5. Place your lock on the switch and verify that power to the compactor is off by pressing and holding the start button.
6. Working with your partner, remove the bin from the compactor. Be careful, as pressure from the compacted garbage may move the bin, causing the bin to pivot or shift. If the bin has two points of attachment, communicate with your partner so that both points of attachment are removed at the same time to limit any pivoting. Ensure that you use proper lifting techniques and ergonomics to limit the risk of injury.
7. Place the safety shield over the opening of the compactor.
8. Remove any loose garbage from the open end of the bin and secure the lid by latching the chain on each side of the lid.
9. Clean up any loose garbage from the floor.
10. Transport the full bin to the pick-up area, communicating with your partner as the bin is in motion. Move slowly and safely as heavy bins can be difficult to control. Ensure the bin is facing the correct way, with the opening facing garbage trucks for easy removal.
11. Turn on the chute washer (as required) until water comes out of the compactor, then shut it off.
12. Wash the floor area around the compactor.
13. Open and secure the lid of the empty bin by latching the chains.

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<p>14. Communicate with your partner that you are about to remove the safety shield, then remove the safety shield.</p> <p>15. With assistance from your partner, line up and attach the bin to the compactor.</p> <p>16. Follow Lock-out/Tag-out procedures to remove the lock from the power source and turn the power on.</p> <p>17. Turn the key to the “on” position and disengage the emergency stop.</p> <p>18. Ensure that the compactor completes the cycle.</p> <p>19. Place the lock and key back in the lock box, located beside the compactor. The lock boxes can be opened with building masters to obtain the lock out tag and lock.</p> <p><u>RESOURCES:</u></p> <p>WP-18 Lock-out/Tag-out https://uwo.ca/fm/pdf/policies/work_procedures/WP-18_Lock-out_Tag-out.pdf</p> <p>JHA – Waste Compactor Operation https://www.uwo.ca/hr/form_doc/health_safety/hazard_analyses/physical_plant/caretakers/waste_compactor.pdf</p> <p>JHA – Heavy Garbage Removal https://www.uwo.ca/hr/form_doc/health_safety/hazard_analyses/physical_plant/caretakers/heavy%20garbage.pdf</p> <p>Building Services Work Protocol – Moving Heavy Objects – Team Procedure</p>	