

 DALHOUSIE UNIVERSITY Facilities Management DAN-X Mark 2000 Fluorescent Tube Crusher Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> May 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Environmental Services	Shop:	
Hazards Identified: Phosphor dust, mercury vapour, insufficient overhead clearance, glass and metal shards, poor storage practices, improper lifting techniques, careless handling of fluorescent tubes, improper packaging of the crushed glass		
Personal Protective Equipment Required: Safety footwear, safety goggles or glasses, respiratory protection, safety gloves NOTE: The manufacturer's recommended PPE minimum protection standard must be adhered to at all times.		
Training Required: Proper Operation of DAN – X Mark 2000 Fluorescent Tube Crushers		

These safe work practices must be followed at all times and are to be reviewed annually.

1. Only properly trained, competent, employees are allowed to operate this equipment.
2. DO NOT use this equipment for any purposes other than those intended by the manufacturer.
3. Always follow the manufacturer's instructions for use and maintenance.
4. Required PPE must be worn at all times during the operation of this equipment.

5. Check the equipment before each use.
6. Ensure power cords and plugs are in good condition.
7. Ensure that there is adequate overhead clearance for feeding fluorescent tubes into the feeder on top of the crusher.
8. Ensure that filters have been changed as recommended by the manufacturer.
9. Ensure that the equipment is located on a level area of floor and lock the wheels in place.
10. Ensure that the work area is well ventilated.
11. Ensure that the work area is free of debris and anything that can constitute a tripping hazard.
12. Ensure that the equipment's power switch is in the OFF position before plugging into an electrical outlet.
13. Do not interfere with or alter the "interlocked electrical circuit breakers" in any way.
14. Only use the size of poly disposal bag recommended by the manufacturer.
15. Do not use disposal bags that are less than 6 mils in thickness.
16. Do not damage or alter the "enclosed looped filtration system" in any way.
17. If the equipment is damaged in any way during use STOP the crushing process immediately and tag the unit as out of service. Report the problem to your supervisor.
18. Always remove full disposal bags from the crusher when the weight sensor indicates they are full.
19. If the equipment must be moved, unlock the wheels and roll it to the desired location.
20. Always push the equipment, do not pull.
21. Always use a second person if the equipment has to be lifted.
22. If the equipment must be transported in a vehicle ensure:

- a. that it is secured in place with wheels locked.
- b. disposal bags containing crushed tubes are removed prior to transport and replaced with an empty bag.
- c. The equipment is always transported in an upright position.

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