

General Compactor Safety Guidelines

1. Compactors must only be used by individuals who are authorized to do so.
2. Follow all manufacturer guidelines and safety signage.
3. Follow appropriate waste disposal practices and do not put unauthorized waste into the compactor (e.g., hazardous waste, metal, electrical waste, fluorescent bulbs, or pressurized cans or cylinders).
4. Do not leave keys in the ignition if the compactor is not actively in use. Do not leave the compactor in the 'on' position; compactors should only be operational with the use of a key. Keys must only be accessible to authorized personnel.
5. Never bypass safety features. Compactor safety features must always be in good working condition.
6. Report any damage or operational issues. Never attempt to operate a compactor if it is broken or damaged.
7. Never enter or reach into the compactor. Contact your supervisor if a jam occurs or if an object is lost.
8. Compactor doors must always remain closed, except when loading materials.
9. Secure all valuables and personal items (e.g., cell phones, jewelry, etc.) prior to loading the compactor.
10. The compactor may occasionally shift while compacting; keep your hands and fingers away from pinch points (e.g., where the container meets the frame)
11. Run a compaction cycle every time you put trash in the compactor, no matter the amount.
12. Do not load trash into the smaller compactors if the blade is in the forward position.
13. Do not overload the compactor.
14. In the event of an emergency, press the red emergency stop button.
15. To report compactor issues, notify your supervisor and the responsible Northwestern department (e.g., Residential Services or Facilities).

Contact Information

Contact	Phone Number
Facilities Customer Service	847-491-5201
Environmental Health and Safety	847-467-6342
Emergency	911
Northwestern University Police Department	847-491-3456