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| **Safety Task Card** | | | | |
| **OFF 06** | **Use of Paper Shredders** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Cutting blades  Entanglement  Electrical hazards | | | Cuts and lacerations, bruising  Electric shock | |
| **Safe System of Work** | | | | |
| * Paper shredders only to be used by trained staff. * Follow manufacturer's user instructions where these are available * Paper shredders to be maintained by competent persons and in accordance with manufacturer's guidance, where available * Paper shredders to be securely sited when in use to ensure stability, with adequate lighting and workspace. * Care must be taken to ensure that loose clothing and hair does not become entangled or drawn into the cutting blades. * If the paper shredder becomes hot during prolonged shredding tasks, it must be switched off from the electrical supply and allowed to cool before continuing. * Switch off the paper shredder from the electrical supply when cleaning it or removing blockages. * Implement the Safe System of Work/Control Measures in the Electrical Safety Risk Assessment, Ref. No. ES06/06a, including regular PAT safety testing | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
|  | | | | |
| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |

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| **Safety Card Training Record** | | | |
| **OFF 06** | **Use of Paper Shredders** | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | |
| Operative Name | | Signature | Date |
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