

What are the hazards and how might they harm?



Crush injuries, bruises, abrasions and cuts as a result of entanglement



Electric shock or burns from incorrect use or damaged/faulty equipment

What other precautions should be taken?



Visually inspect equipment and cable for any damage or defects, such as burn marks or frayed cables before use

Paper shredders

Safety Task Card STCBO 03

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. When using a portable paper shredder, make sure it is positioned on a flat and stable surface, with adequate lighting and workspace.
2. Keep clothing, hair, lanyards and jewellery away from moving parts and the cutting blades so they cannot become entangled and drawn into the cutting blades.
3. Only shred materials which are suitable for shredding in the machine.
4. Do not exceed the shredding capacity by overloading the paper shredder.
5. If the paper shredder becomes hot during prolonged shredding tasks, it must be switched off and allowed to cool before continuing.
6. Switch the paper shredder off and disconnect it from the electrical supply when cleaning, removing blockages or emptying waste containers.

If you have any concerns, stop and speak with your line manager before proceeding.

