## Safe Working Procedure (SWP) - General Office Equipment

**Department**: Arc@UNSW Limited  
**Location**: Both Kensington & COFA Campus  
**Supervisor/Manager**: All Direct Managers, in accordance with the SWP Guidelines  
**Author**: HR & OD Manager  
**Effective Date**: 8.11.2012  
**Review Date**: Every two years or as required  
**Associated Documents/SWP**: NA  
**Associated Risk Assessment**: NA

### Safe Work Procedures and Basic Description

<table>
<thead>
<tr>
<th>Title</th>
<th>SWP – General Office Equipment</th>
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<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Safe Working Procedures to ensure the safety of Arc representatives and students for the purpose of using the following equipment:</td>
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<tr>
<td><strong>Type</strong></td>
<td>Process/Task/Equipment</td>
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### Tools and Equipment
- First Aid

### Emergency Safety Equipment (Please circle which is appropriate)

### Personal Protective Equipment (Please circle the appropriate PPE)
- Long and loose hair must be contained;  
- Jewellery and rings must not be worn;  
- Gloves must not be worn; and  
- Sturdy footwear must be worn at all times.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
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<tbody>
<tr>
<td>🚪</td>
<td>Switch power off after use.</td>
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<td>🚪</td>
<td>Keep aisle and work area clean.</td>
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<tr>
<td>🚪</td>
<td>Use machinery guards.</td>
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<tr>
<td>🚪</td>
<td>Jewelry and Rings must not be worn</td>
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<td>Long and loose hair must be contained</td>
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<tr>
<td>Task/Procedure</td>
<td>Procedure/Task Step</td>
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<td>------------------------------------------------------------------------------------</td>
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| **Shredders**  | • Ensure SWP are placed at shredder including what can and cannot be placed through the shredder.  
• Ensure covers are in place before use.  
• Do not shred too many items at one time.  
• Empty bins regularly to prevent jams.  
• Turn off when clearing jams. | • Noise; and  
• Moving Parts. | • Ensure covers prevent people having access to moving parts during operation.  
• Do not insert items other than those allowed by the operating manual.  
• Never use shredder without covers fitted.  
• Do not operate with loose clothing or jewellery. People with long hair must tie it back. |
| **Guillotines**| • Ensure guard is in place and not damaged in any way. If damaged, do not use.  
• Keep hands and figures clear of moving sharp parts. | • Pinch Points;  
• Sharp Edges; and  
• Moving Parts/Manual Handling. | • Ensure blades are guarded. Do not operate if guards are broken or damaged.  
• Do not operate with loose clothing or jewellery. People with long hair must tie it back. |
| **Laminators** | • Operate the machine according to manufacturer’s instructions.  
• Ensure the heat setting is correct for the material being used.  
• Do not leave equipment unattended when turned on.  
• Turn off when clearing jams and avoid contact with hot parts.  
• Keep hands and fingers clear of moving parts. | • Pinch points;  
• Moving parts; and  
• Hot parts. | • Only undertake maintenance of machines as detailed in manufacturer’s instructions for operators. Contact authorised service provider for repairs and other maintenance.  
• Do not operate with loose clothing or jewellery. People with long hair should tie it back. |
| **Compactus/Storage** | • Check that aisles are clear.  
• Always use the hand wheel to move bays along if available.  
• Only move one bay a time.  
• Keep tracks clear of debris.  
• Never place objects on top of the unit.  
• Always place heavy objects on the lower shelves.  
• Ensure objects do not overhang shelves as this will prevent bays from closing. | • Moving storage shelves; and  
• Collisions with moving shelves. | • Never place objects on top of the unit.  
• Always place heavy objects on the lower shelves. |
Emergency Procedure (how to deal with fires, spills or hazardous substances)
All electric switches must be within easy reach to all operators to shut down in case of an emergency. All emergencies call 56666. Display emergency procedures in the area.

Clean up procedures for task (include all routine steps including set up and close down)
Ensure areas are kept clean and tidy.

Waste Disposal Procedures
1. Remove all off cuts and place them in either in the storage rack or waste bin.
2. Leave the work area in a safe, clean and tidy state.

Resources (including plant, chemicals, PPE, and equipment etc)

List legislation, standards and codes of practice used in development of the SWP
Work Health and Safety Act 2011 (NSW), Work Health and Safety Regulations 2011 (NSW)

Approval, training and review

<table>
<thead>
<tr>
<th>Approval</th>
<th>Signature</th>
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<tbody>
<tr>
<td>Training</td>
<td>All persons operating this equipment or following this procedure/task must have training and instruction on the safe use of the equipment and they must be assessed as competent.</td>
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<table>
<thead>
<tr>
<th>Review Date</th>
<th>Responsibility of Review</th>
<th>HR &amp; OD Manager</th>
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<tr>
<td>Current SWP will be available from the HR Department or from the WHS Website.</td>
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Version | Date | Author | Approval | Sections modified | Details of amendments |
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<tr>
<td>[1.0]</td>
<td>08.11.2012</td>
<td>HRM</td>
<td>CEO (08.11.2012)</td>
<td>N/A</td>
<td>This is a new procedure</td>
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