### Safe Working Procedure (SWP) - Paper Shredder

<table>
<thead>
<tr>
<th>Department</th>
<th>Student Development</th>
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<tbody>
<tr>
<td>Location</td>
<td>Student Development Office</td>
</tr>
<tr>
<td>Supervisor/Manager</td>
<td>Student Development Coordinator &amp; Manager</td>
</tr>
<tr>
<td>Author</td>
<td>Student Development Coordinator / HR &amp; OD Manager</td>
</tr>
<tr>
<td>Effective Date</td>
<td>08.02.2013</td>
</tr>
<tr>
<td>Review Date</td>
<td>Every 2 years or as required</td>
</tr>
<tr>
<td>Associated Documents/SWP</td>
<td>N/A</td>
</tr>
<tr>
<td>Associated Risk Assessment</td>
<td>N/A</td>
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#### Safe Work Procedures and Basic Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Paper Shredder</th>
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<tbody>
<tr>
<td>Description</td>
<td>Safe Working Procedures to ensure the safety of Arc representatives and students when using a Paper Shredder</td>
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<tr>
<td>Type</td>
<td>Procedure</td>
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#### Hazards associated with equipment/machinery/technique/process
- Hair, jewellery and clothing has potential to be caught in the opening of the machine.
- Electrical Hazard
- Sharp Edges
- Moving parts

#### Requirements – Before Starting
- Ensure Safe Working Procedures are available
- Ensure individual has reviewed Safe Working Procedure before using the equipment.
- Ensure the area is clean and tidy before and after use.
- Ensure the bag has been recently changed and there is at least 20cm fold over frame
- Ensure the front door is completely closed

**CAUTION:** Keep all loose items including jewellery, clothing, ties and long hair away from the shredder opening – serious injury may result.
## Tools and Equipment
- First Aid

## Emergency Safety Equipment

- Maintain personnel hygiene throughout work processes
- Switch power off after use
- Keep aisle and work area clean
- Long and loose hair, jewellery and clothing must be contained
- Jewelry and Rings must not be worn

## Personal Protective Equipment

- Maintain personnel hygiene throughout work processes
- Switch power off after use
- Keep aisle and work area clean
- Long and loose hair, jewellery and clothing must be contained
- Jewelry and Rings must not be worn

## Task/Procedure

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Procedure/Task Step</th>
<th>Potential Hazard</th>
<th>Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Paper Shredder</strong></td>
<td>Read the Safe Working Procedure for the paper shredder.</td>
<td>Electrical Hazard</td>
<td>• Read the Safe Working Procedure</td>
</tr>
<tr>
<td></td>
<td>Plug your power cord into the wall.</td>
<td>Electrical Hazard</td>
<td>• Read the Safe Working Procedure • Ensure your hands are dry and the space around the shredder is clean and tidy</td>
</tr>
</tbody>
</table>
| | Place sheets of paper through the slit. **IMPORTANT:**  
- There is an 18 sheet maximum per feed  
- No need to remove staples | Electrical Hazard  
- Sharp Edges  
- Moving parts | • Read the Safe Working Procedure • Ensure your hands are dry and the space around the shredder is clean and tidy • Ensure long hair and jewellery is tied back and secure |
| | Empty the waste paper basket. Do not allow the basket to become so full that shreds of paper are backing up into the machine.  
Simply unplug the paper shredder for safety, remove the shredder from the trash and empty the basket in the appropriate place.  
Then reattach the paper shredder as previously described to continue shredding. | Electrical Hazard  
- Sharp Edges  
- Moving parts | • Read the Safe Working Procedure • Ensure your hands are dry and the space around the shredder is clean and tidy • Ensure long hair and jewellery is tied back and secure |

## Emergency Procedure
- All emergencies call 56666.
- Display emergency procedures in the area.
PAPER JAM:
- Change the switch to the centre position
- Then reverse the paper out
- Then feed the paper again in smaller quantities
- Do not force jammed material through by alternating between feed and reverse

RED LIGHT:
- Bag needs to be changed allowing at least 20cm fold over frame.
- Ensure the front door is completely closed

Clean up procedures for task
- Leave the area where it was used in a safe, clean and tidy state.
- Make sure all items are secure and will not fall;
- Never place objects near emergency exists &
- Never place objects in stairways, walkways and pathways.

Waste Disposal Procedures
- Ensure all areas are kept clean and tidy.
- Dispose of offcuts of paper in appropriate recycling bins.
- Dispose of bags appropriately once they are full and have been removed.
- If the bag is full then replace with a new bag. **ENSURE THE MACHINE IS OFF BEFORE DOING THIS.**
- Bag needs to be changed allowing at least 20cm fold over frame or Ensure the front door is completely closed

Resources
- NA

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>Training</th>
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<tbody>
<tr>
<td>Student Development Coordinator</td>
<td>All persons operating this equipment or following this procedure/task must have training or instruction on the safe use of the equipment and they must be assessed as competent</td>
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</table>

Review Date 08.02.2015

HR & OD Manager

Responsibility of Review

Current SWP will be available from the HR Department or from the WHS Website

<table>
<thead>
<tr>
<th>Version</th>
<th>Date</th>
<th>Author</th>
<th>Approval</th>
<th>Sections modified</th>
<th>Details of amendments</th>
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<tbody>
<tr>
<td>[1.0]</td>
<td>08.02.2013</td>
<td>HR &amp; OD Manager/SD Coordinator</td>
<td>SD Coordinator</td>
<td>NA</td>
<td>This is a new guideline</td>
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