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Sample General Safe Work Practice for Paper Shredder

DO:

- Thoroughly review and understand information provided in the paper shredder operator's manual
- Inspect the paper shredder for damage or disrepair.
- Inspect the electrical cord and plug for defects. If the paper shredder fails the pre-use inspection, notify your supervisor and remove the shredder from service by attaching a red tag that states "DO NOT USE."
- Paper shredder should be located at least 4 inches from walls or furniture to allow air to freely flow through ventilation slots.
- Always be alert and focus on the shredding task when using a paper shredder.
- Keep jewelry, long hair, or loose clothing (i.e., neckties) away from the paper shredder feed opening.
- Feed paper smoothly into the shredder.
- Shred paper in small quantities to avoid jamming the shredder.
- If the shredder motor overheats, turn the paper shredder off and allow the motor to cool for about 15 minutes before using again.
- Always disconnect the power source before removing and emptying the waste box or cleaning the paper shredder.

DO NOT

- Put fingers or objects other than paper (i.e., paper clips or staples) into the shredder feed opening.
- Force paper into the shredder
- Do not use aerosol cleaners to clean a paper shredder. Only clean the paper shredder using a cloth with soap and water.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.