

Toolbox Talk

Shredders



What?

- Many years ago paper and other items would be disposed of by simply tearing up the waste and putting it in a waste bin nearby
- However security has become more important in recent years, especially with regard to Data Privacy law and therefore the need for mechanical shredding machines has grown in order to dispose of sensitive waste in a confidential manner
- Such machines will shred paper and certain other material but may not be designed for adhesive labels, transparencies, newspaper, cardboard, paper clips, laminates, file folders, plastics sheets, plastic sheets etc.
- Shredders are made to handle a maximum thickness depending on the size of the machine and opening so it's important to keep within this criteria

Why?

- Shredders are essentially mechanical equipment and if damaged or misused can result in trapping or serious cuts to hands / fingers due to the rotation of the cutters and therefore great care should be taken when operating this equipment
- Fires can also start if the machine is overloaded since it will overheat which may cause the shredder paper or other combustibles in the holding bin to ignite



Do



- ✓ Ensure the shredder is placed in a safe position well clear of passers-by
- ✓ Check the ambient temperature and humidity is within the manufacturer's recommended limits
- ✓ Check the sheet capacity before manually feeding paper, the shredder may even tell you if there are too many sheets
- ✓ Read manufacturer's instructions before use especially relating to controls and safeguards
- ✓ Check if your shredder needs oiling (check the user manual for instructions)
- ✓ Keep fingers well clear of the paper entry
- ✓ Keep foreign objects away from the opening
- ✓ Always switch off or unplug when not in use
- ✓ Check safety devices are working properly, if not immediately stop using the machine and report the fault as soon as possible
- ✓ Remove waste from the bin regularly to prevent a potential fire risk

Don't



- ✗ Exceed the stated sheet capacity of the shredder
- ✗ Use if damaged or defective
- ✗ Use any 3rd party oil, always use the same brand of oil as the brand of your shredder (check the user manual for instructions)
- ✗ Interfere with or dismantle the machine
- ✗ Touch exposed cutter blades under the shredder head even when isolated
- ✗ Ignore any warning lights or alarms
- ✗ Wear loose items of clothing or other accessories such as scarves, ties, necklaces, bracelets which can pull you into the machine
- ✗ Try to remove a paper jam without isolating the machine first
- ✗ Don't allow children to operate the shredder