



Paper Shredder Safety



West Virginia University
Environmental Health and Safety

Pre-Use Activities

- Review and understand information provided in the paper shredder operator's manual with particular attention given to descriptions of safety procedures.
- 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 "OUT OF SERVICE". Complete red tag with appropriate information.



Operating Precautions

- Locate the paper shredder and power cord outside of foot traffic areas.
- Paper shredder should be located at least 4 inches from walls or furniture to allow air to freely flow through ventilation slots.
- 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.
- Never put fingers or objects other than paper (i.e., paper clips or staples) into the shredder feed opening.
- Feed paper smoothly into the shredder. Never force paper into a 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.
- Disconnect the power source before removing and emptying the waste box or cleaning the paper shredder.
- Do not use aerosol cleaners to clean a paper shredder. Only clean the paper shredder using a cloth with soap and water.