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| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **067RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **PAPER SHREDDER** |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)*) | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)*) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Electricity** * Frayed / loose cords
* Water on electrical equipment
 | * Electric shock
* Death
* Electric short/fire
 | Paper shredder is tested and taggedPaper shredder is visually inspected for any damage to on/off switch or flexible cordRCD is fitted and operationalNo liquid to be placed on top of the shredder (eg coffee/tea/water) |
| **Machinery & Equipment*** Entrapment in rotating parts
 | * Loose clothing or jewellery drawn into the cutting blades
* Trying to un-block a paper jam
* Serious injury
* Lacerations
 | Ensure guarding is in place and the interlock switch is operational Paper shredder may start automatically and draw an operators fingers into the bladesEnsure workers are aware of the dangers of loose clothing and jewellery |
| **Hazardous manual tasks*** Incorrect set up of the machine
* Design of workstation / area where shredder is kept / used
 | * Sprains & strains from bending/lifting waste paper
 | Staff have undergone training in manual handlingPaper waste bins easily assessablePaper waste bins are not overloaded |
| **Gravity*** Tripping hazards
 | * Slips, trips and falls over flexible power cord
 | Ensure power cords are not loose and could cause a tripping hazard |
| **Machinery & Equipment*** Fire
 | * Death
* Smoke inhalation
* burns
 | Never leave jammed paper in the machine unattended.Do not leave in automatic mode |
| **Other** | *
 | *
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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| **Name:** |  | **Signature:** |  | **Date:** |  |