**Paper Shredder SWP**

**Background**

A paper shredder offers an easy way to destroy a document, and helps reduce concerns about privacy. Unfortunately, Consumer Product Safety Commission data indicates a total of about 2,000 people were treated in hospitals for business and office machine injuries during 2003, and about 30% of those involved lacerations to the fingers from paper shredders. Most of the injuries were due to operator inattention or error.

**Hazards/Precautions:**

* Keep away from children and pets
* Always set to “Off” or unplug when not in use
* Keep foreign objects – gloves, jewelry, clothes, hair, ties etc. – away from shredder opening
* Never use aerosol, petroleum-based or other flammable products on or near shredder
* DO NOT use canned air
* Do not use if damaged or defective
* Do not place near or over heat or water source
* Before opening any part of the shredder always unplug it

**Will Shred:**

Paper, Credit Cards, CD/DVD, Staples, Small Paper Clips

**Will Not Shred:**

Adhesive Labels, Transparencies, Newspaper, Cardboard, Large Paper Clips, Laminates, Plastic

**If There is a Paper Jam**

* Attempt to clear the jam with the forward and reverse buttons
* If jam does not clear with forward and reverse buttons, unplug the power source, tag out, and contact a qualified person to make repairs.

**Summary**

A paper shredder is a simple tool to use and is very safe and effective when used correctly, within manufacturer’s specifications. But even when using a paper shredder, remember safety first, last, and always!