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Subject: Blue Alert: Paper Shredder

Title: **Paper Shredders Can Shred More Than Paper**

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Lesson Learned Statement: Paper shredders should be kept in the off position except when actually being used.

Discussion of Activities: An employee was leaning on a counter near a paper shredder when the corner of her coat slipped into the shredder opening activating the cutting wheels and pulling the coat into the shredder. Although there were no injuries, a fairly large piece of the coat was destroyed.

Analysis: Shredders come in a variety of designs. This particular unit had a three position switch, On, Off and Reverse. In this incident the shredder had been left in the On position allowing the unit to start operating as soon as the person's coat inadvertently crossed the path of the sensor.

Recommended Actions: Be aware of the operating characteristics of the shredder and make sure it is located in a place that minimizes any potential hazards. Keep the shredder in the Off position except when actually in use.

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