

METHOD STATEMENT

ESG-H&S-FRM-003





Work Activity: Emptying Shredders

Site: Various

Location of Work: Various

Risk Assessment Ref: 34

Date: 10/05/2023

MANDATORY PPE	N/A
TRAINING / COMPETENCY	In House training via uHub / Demonstration by supervisor / experienced team member
MATERIALS & EQUIPMENT	Shredder, clear recycling bags.
SCOPE OF WORKS	Emptying shredders
SAFE SEQUENCE OF WORK	<ol style="list-style-type: none"> 1. Turn the shredder off 2. Unplug shredder at wall socket 3. Remove lid from shredder as per model of machine 4. Double check you have removed plug from wall socket. 5. Carefully clear any jammed paper from shredder teeth. 6. Remove bag of shredded paper from frame holder and close bag. 7. Replace a new empty bag on to frame 8. Close lid ensuring it is in place correctly. 9. Replace Plug into wall socket.  
WORKING ENVIRONMENT	No issues
OTHER SPECIFIC CONSIDERATIONS	N/A
MEMBER OF PUBLIC SAFETY	N/A
MANUAL HANDLING	N/A
HAZARDOUS SUBSTANCES	N/A
WORKING AT HEIGHT	N/A
HOT WORK	N/A
EMERGENCY PROCEDURES	Follow site safety rules along with ensuring compliance with site "workplace" H&S and welfare facilities including location of First Aid Box.
OPERATIVES HEALTH CONSIDERATIONS	N/A
WASTE MANAGEMENT	N/A
OTHER INFORMATION	N/A
ADDITIONAL POLICIES AND PROCEDURES	None

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