

University of Tennessee Knoxville
Job Hazard Analysis and Personal Protective Equipment Assessment

Instructions for Supervisors: Please review all applicable Job Hazard Analysis forms with your employee. The forms are categorized by job task.

Hazard Analysis:

Paper Shredder

Task	Hazard	Cause	Prevention
General Use	lacerations to the fingers	Operator inattention or error	Never allow children to operate paper shredders, even under adult supervision. Never put fingers or objects other than paper (like paper clips or staples) into the shredder feed opening.
General Use	Scalp Trauma	Hair, jewelry, loose clothing caught in feeder	Keep jewelry, long hair, ties, lanyards, etc. away from the paper shredder feed opening. Feed paper smoothly into the shredder, not forcing the paper in.

PPE Required:

None

This document serves as the Personal Protective Equipment (PPE) Certification document required to satisfy the federal requirements of the Occupational Safety and Health Administration (OSHA) Standard, 29 CFR 1910.132 Subpart I- Personal Protective Equipment. This certifies that a hazard assessment of workplace hazards has been performed. Signatures for the certification are on file in the Environmental Health and Safety Department office. For questions and more information about this document, please contact EHS at 974-5084 or safety @utk.edu.

April W. Case

EHS Team Leader General Safety

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