

Date: Mon, 01 Jul 2002 09:17:51 -0700
Subject: Yellow Alert: Office Worker's Jacket Shredded

Title: Yellow Alert: Office Worker's Jacket Shredded

Date: June 19, 2002
Identifier: 2002-RL-HNF-0034

Lessons Learned Statement: Job hazards and accidents are not restricted to operations in the field. Office workers are also exposed to hazards, which can take their toll with only a momentary lapse in safety consciousness.

Discussion of Activities: A worker was shredding confidential paper when the bag collecting the shredded paper (behind the shredder) became full. To make room in the bag, the worker reached over the operating shredder to push the shredded paper down into the bag. The worker's jacket became engaged in the shredder. The worker was unable to reach the stop button on the shredder and required assistance from a coworker who turned off the machine and cut the jacket off with scissors to free the worker. The worker was not injured. Photos of the shredded jacket and the shredder are in the DOE LL database or on the Project Hanford LL Web Site at:

<http://www.hanford.gov/lessons/sitell/II02/2002-34.htm>.

Analysis:

- * Shredders are located in many offices. Shredding papers is a "routine" task and may lead to complacency. Loose clothing and jewelry can become very dangerous when working around this type of equipment.
- * The shredder required the operator to frequently reach behind it to compress the paper into the collection bag and does not provide a failsafe system to ensure the shredder is not operating during this activity.
- * For the configuration of equipment found in this incident, there was little room for a worker to compress the paper without reaching over the shredder, thus placing any loose clothing in harm's way.
- * Signage on all shredders (including the one in question) includes warnings about the hazards of loose clothing and long hair. In this case, however, the warning signs are located on the table of the shredder and were not readily visible at all times.

Recommended Actions:

- * "Impact" signage should be developed for posting at all shredders highlighting the hazards of shredder operation. Refer to the manufacturer's information for hazard information.
- * All offices should eliminate the need to bend over the feeding area to the shredder. Consider turning the shredder with the feed slot towards the wall to allow easy access to the bag. Papers can still be fed in easily and the switches are still accessible.

* Consider replacement of shredders like the one in this incident with user-friendly equipment that puts operators at less risk.

* Review this message and the operation of shredders with office staff members to ensure they are aware of the real risks associated with operating this equipment. Loose clothing (jackets, neck ties, shirt cuffs, sweaters etc.), jewelry (necklaces, ID badges etc.) or long hair can become entangled in shredders and care must be taken at all times when working around this equipment.

Estimated Savings/Cost Avoidance: N/A

Priority Descriptor: YELLOW/Caution based on the potentially serious injury that could have occurred.

Work / Function: Business and Support Services; Occupational Safety and Health - General
Hanford Functional Categories: N/A

Hazard: Personal Injury - Other

ISM Core Function: Analyze Hazards; Develop/Implement Controls

Originator: ASSE, Dallas Chapter through Cary Jackson; Submitted by Fluor Hanford, Inc.

Contact: Project Hanford Lessons Learned Coordinator; (509) 373-7664; FAX 372-3950;

PHMC_Lessons_Learned@rl.gov

Authorized Derivative Classifier: Not required

Reviewing Official: John Bickford

Keywords: shredder, office safety, loose clothing, entanglement

References: HNF-GD-8800, Office Safety

FOLLOW-UP ACTIONS: Information in this report is accurate to the best of our knowledge. As a means of measuring the effectiveness of this report, please contact the originator of significant actions taken as a result of this report or of any technical inaccuracies you find. Your feedback is appreciated.