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Sample General Safe Work Practice for Photocopiers

DO

- a) Become familiar with the operating manual of photocopiers, printers and fax machines, and be aware of the safety precautions.
- b) Locate equipment on a flat, secure and stable surface at a comfortable working height to reduce manual handling and crush injuries. Ensure there is a good, safe access to the unit.
- c) Ensure the room containing machines is suitably ventilated with good air circulation around the machine, keeping air vents and filters clear, following manufacturer instructions if required.
- d) Regular visual inspections are required to check that the equipment is free from obvious damage and to ensure all guards are in place and are undamaged.
- e) Check cables for frayed or bare wires and ensure the plug is not damaged. Report damage to cables, equipment and guarding to your supervisor.
- f) Unplug equipment prior to attempting any maintenance or servicing.
- g) When removing jammed paper, follow the manufacturer's instructions and be careful of the hot areas inside.
- h) Follow the manufacturer's instructions for replacing inks, toner cartridges, cleaning up toner spills and disposing of used inks or toner cartridges.
- i) Refer to the Material Safety Data Sheet (MSDS) for safety information for inks and toner.

Don't

- a) Do not wear loose fitting jewellery that could contact electrical circuits when reaching into the machine. Do not use scissors or metal tweezers to pick torn paper out of the machine.
- b) Do not use any flammable sprays or liquids on or near the equipment.
- c) Do not vigorously shake toner cartridges, as the toner could leak out damaging equipment, clothing and cause a respiratory hazard.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.