

What are the hazards and how might they harm?



Crush injuries, bruises, abrasions and cuts as a result of trapping hands or fingers



Electric shock or burns from incorrect use or damaged/faulty equipment



Nose, throat and eye irritation, headaches as a result of exposure to ozone



Eye, skin and respiratory tract irritation as a result of exposure to toner dust

Photocopying machines

Safety Task Card STCBO 05

Unit Managers – use page overleaf to list any hazards and control measures specific to your site which are not listed below

Safe System of Work

1. Paper jams and other malfunctions should only be dealt with by trained staff.
2. Toner cartridges should only be changed by trained staff who do not have respiratory problems such as asthma and bronchitis.
3. Always wash your hands thoroughly after handling toner cartridges.
4. Any spillages of toner should be vacuumed up or soaked up with a damp cloth that has been soaked in cold water. Do not sweep spillages up with a brush or broom.
5. Split and used toners should be disposed of in a sealed bag to make sure the fine powder is contained.
6. Do not store any combustible materials close to the machine and ensure that all air vents are kept clear.

If you have any concerns, stop and speak with your line manager before proceeding.

