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| **Safety Task Card** | | | | |
| **OFF 08** | **Use of Franking Machines** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Noise and heat  Electrical hazards  Trapping hands / fingers | | | Stress and work distraction.  Fire  Electric shock  Burns  Impact injuries, bruising | |
| **Safe System of Work** | | | | |
| * Follow manufacturer's user instructions where these are available * Franking machine to be maintained by competent persons and in accordance with manufacturer's guidance where available. * Envelope jams and other malfunctions only to be dealt with by trained staff. * Printer cartridge only to be changed by trained staff. * Staff to wash their hands after handling cartridges. * Franking Machine to be located in a well ventilated area, as far as reasonably practicable from employee workstations. * Combustible materials not to be stored close to the machine and all vents to be kept clear. * Do not wear lanyards, scarves or ties near the franking machine. * Keep hands away from the feeder as could become trapped. * Any issues with the machine contact the suppler-contact number on the machine. * Do not try to repair | | | | |
| **Site Specific Actions**  List any actions required in addition to the above safe system of work | | | | |
|  | | | | |
| The above control measures are implemented within my unit. All relevant staff are aware of these control measures and this is recorded in the training record for this safety task card. | | | | |
| Unit Manager Name | | Signed | | Date |

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| **Safety Card Training Record** | | | |
| **OFF 08** | **Use of Franking Machines** | | |
| I confirm that I fully understand the risks and control measures associated with the task  and that I will follow the Safe System of Work at all times. | | | |
| Operative Name | | Signature | Date |
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