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| **Safety Task Card** | | | | |
| **OFF 05** | **Use of Laminators** | | | |
| **Workplace Safety Hazards** | | | | |
| What are the hazards? | | | How might they be harmed? | |
| Hot surfaces  Electrical hazards | | | Burns  Fire  Electric shock | |
| **Safe System of Work** | | | | |
| * Laminators only to be used by trained staff. * Follow manufacturer's user instructions where these are available * Laminators to be maintained by competent persons and in accordance with manufacturer's guidance, where available * Laminators to be securely sited when in use to ensure stability, with adequate lighting and workspace. * Allow laminators to cool before moving or storing. * Implement the Safe System of Work/Control Measures in the Electrical Safety Risk Assessment, Ref. No. ES06/06a, including regular PAT safety testing | | | | |
| **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 05** | **Use of Laminators** | | |
| 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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