

### What are the hazards and how might they harm?



Crush injuries, bruises, abrasions and cuts as a result of entanglement



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



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

## Envelope inserter machines

Safety Task Card  
**STCBO 07**

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. Keep clothing, hair, lanyards and jewellery away from moving parts so they cannot become entangled.
2. Keep hands away from the feeder as they could become entrapped.
3. Envelope jams and other malfunctions should only be dealt with by trained staff.
4. Sealant solution should only be changed by trained staff.
5. The envelope inserter machine must be switched off and isolated prior to any routine maintenance, changing of sealant solution, brushes or cloths.
6. Always wash your hands thoroughly after handling sealant solution.
7. 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.

