

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



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

## Document binding machines

Safety Task Card  
**STCBO 04**

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. When using a portable binding machine, make sure it is positioned on a flat and stable surface, with adequate lighting and workspace.
2. Check that the binding machine is fitted with all necessary safety guards and that they are in good working order.
3. Keep clothing, hair, lanyards and jewellery away from moving parts so they cannot become entrapped in the mechanism.
4. Clear the waste tray regularly and make sure it is correctly refitted.
5. Remove any staples, paper clips or other metal items before inserting objects into the machine.
6. Do not exceed the document capacity and overload the binding machine.
7. If using a manually operated binding machine for prolonged periods, take regular breaks.

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

