

Job Hazard	Hazard Control
Constant contact with pinch points Potential inhalation of dust (especially in copy room) Potential paper cuts Constant heavy lifting Potential exposure to hazardous substances Improper use of powered equipment (shredder, binders, cutting machines, etc.) Potential electrical shock Hazards related to <i>Administrative Personnel</i>	Use proper machine guards (for example on paper cutters); Operator should observe caution signage and keep fingers safe distance away from pinch points Keep work area well ventilated; perform air monitoring during high usage period of time to obtain baseline information Avoid sliding skin along paper edges Use proper lifting techniques and ergonomic principles. Seek assistance if necessary. Wear proper gloves and eye protection Use proper machine guards; Operator should maintain a safe distance between a sharp object and their body Use grounded equipment, insure Lockout/Tagout is completed when performing maintenance See <i>Administrative Job Hazard Assessment</i>

Recommended Training

- Injury and Illness Prevention plan
- Hazard Communication
- Fire/Emergency Response
- Ergonomics
- New Employee Orientation
- Waste Management
- Industrial Hygiene (Eye, Hearing, PPE)

Personal Protective Equipment

- Long pants
- Smock or gown while using printer cleaning products
- Latex, nitrile or neoprene gloves while cleaning printers