

Copy / Printer Shop

What to look for:

Look at all areas and consider the points indicated below. Some parts may not apply. Use a check mark to indicate that an item is OK. Use an X to indicate items that are unacceptable or need further assessment.

- Are the facilities clean, properly lit and free of waste materials?
- Are the aisles and work areas free of stored materials?
- Are floors and floor surfaces slip resistant?
- Are Material Safety Data Sheets available for hazardous products, such as inks, thinners and blanket washes, used being used?
 - Have employees been trained on how to use them?
 - Where they are they stored?
 - Is personal protection that meets the requirements of the MSDSs being used with each product?
- If materials are made, formulated or mixed “ in house” are adequate records maintained to ensure that in a medical emergency the proper information could be provided to ensure the proper treatment of any negative health effects?
- Are hazardous flammables stored in metal flammable cabinets?
- Are materials kept on hand clearly labeled to avoid the possibility of using the wrong product or formula?
- Are protective gloves used when working with preparations that could cause or aggravate skin irritations?
- Are smocks and towels used to provide protection for the body while services are being provided?
- Is safety footwear required?
- Are loose hair, clothing and jewelry restricted or forbidden?
- Is there adequate ventilation to remove any hazardous vapors or mists harmful?
- Are policies in place on the maintenance and enforcement of the use of guards for rotating and moving parts of all equipment and shears/cutters?
- Are adjustable height tables and skids available to minimize employee bending and minimize lifting?
- Does a wall, counter or service desk separate the public area from the production areas?
Are "Employees Only" restrictions and signs in place for production areas?
- Is there adequate storage? Are aisles and working floor areas free of stored boxes and other materials?
- Are handrails, kickboards and rails present on all stairs and elevated areas?

Copy / Printer Shop Safety *Continued*

- Is the use of temporary extension cords in lieu of permanent wiring forbidden? q Are fused power strips used for multiple electrical connections?
- Are antistatic devices on equipment and grounds checked regularly for effectiveness?
- Is a proper waste disposal system in place which separates various groups of wastes and ensures appropriate waste disposal containers are used?