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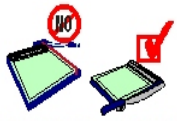
OFFEE/COPY ROOM SAFETY

ORDER #GG159

KEEP AREA FREE OF BOXES

KEEP TIES, BAREARM JEWELRY, LOOSE CLOTHING, AND HAIR AWAY FROM THE PAPER SHREDDER SYSTEM AND THE SIDE OF THE MACHINE WHERE PAPER IS FED. IF PAPER SHREDDER GETS JAMMED, DO NOT ATTEMPT TO MANUALLY FREE ANY PAPER FROM THE MACHINE UNLESS THE POWER IS OFF AND THE MACHINE IS UNPLUGGED.



ALWAYS LEAVE PAPER CUTTER BLADES IN A CLOSED AND LOCKED POSITION WHEN NOT IN USE.

SPILLED LIQUIDS SHOULD BE REMOVED FROM THE FLOOR AS SOON AS POSSIBLE. IF IMMEDIATE REMOVAL IS NOT POSSIBLE, YOU MUST BARRICADE OR MARK THE SPILL TO PROTECT OTHERS.

MEETING COPY MACHINES

- AVOID TOUCHING INSIDE PARTS WHEN CLEARING PAPER OR REMOVING PAPER JAM.
- BE EXTRA CAUTIOUS AROUND SHARP AREAS SUCH AS LATCHES IN FEEDER OR MACHINE.
- DO NOT ALLOW PAPER OR OTHER OBJECTS TO ACCUMULATE BEHIND COPIER OR INTERFERE WITH DELIVERY.
- WHEN POSSIBLE, CLOSE THE DOOR OF COPY MACHINE WHILE COPYING AND AVOID LOOKING DIRECTLY AT THE INTERIOR LIGHT.

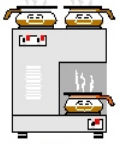
APPROACH BLIND CORNERS SLOWLY. IF MIRRORS ARE INSTALLED, USE THEM TO SEE IF OTHER PEOPLE ARE APPROACHING.

SAMPLE

KEEP LIQUIDS AWAY FROM ELECTRICAL EQUIPMENT. NOTE: YOUR HANDS SHOULD BE DRY BEFORE PLUGGING, UNPLUGGING, OR OPERATING ELECTRICAL EQUIPMENT.

DRY HANDS

AVOID LEAVING MICROWAVE OVENS UNATTENDED WHEN IN USE.



TURN OFF COFFEE POT WARMERS WHEN NOT IN USE

ALWAYS USE A LADDER OR STEP STOOL TO REACH ARTICLES HIGH ABOVE THE FLOOR. NEVER USE A SWIVEL CHAIR OR OTHER MAKESHIFT DEVICE TO REACH HIGH PLACES. AVOID STORING HEAVY OBJECTS ABOVE EYE LEVEL.

THREE PRONGED PLUGS

ELECTRICAL OUTLETS MUST NOT BE OVERLOADED. USE ONLY PROPERLY GROUNDED, 3-PRONGED PLUGS, OR DOUBLE INSULATED APPLIANCES APPROVED BY RECOGNIZED TESTING LABRATORIES.

TAKE ACTION TO CORRECT AND PREVENT TRIPPING AND SLIPPING HAZARDS CAUSED BY OILY OR SLICK FLOORS, WAXED OR POLISHED FLOORS, ICY OR WET SURFACES, FRAYED OR WRINKLED CARPET, EXTENSION CORDS, AND SMALL ITEMS ON THE FLOOR SUCH AS PAPER CLIPS, PENCILS, ETC.

HANDLING SOLVENTS AND CLEANERS MAY REQUIRE THE USE OF PERSONAL PROTECTIVE EQUIPMENT. SOLVENT CONTAINERS SHOULD BE PROPERLY LABLED AND STORED. FOR ADDITIONAL INFORMATION, SEE THE SAFETY MANUAL.

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