

glenngraphics

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OFFICE/COPY ROOM SAFETY

ORDER #GG159



KEEP AREA FREE OF BOXES



KEEP FEET, HANDS, HEADS, LOOSE CLOTHING, AND HAIR AWAY FROM THE PAPER SHEETS BY STANDING TO THE SIDE OF THE MACHINE AND BEARING IN MIND THE PAPER SHEETS ARE HOT. DO NOT ATTEMPT TO MANIPULATE OR REWIND THE PAPER IS OFF AND THE MACHINE IS RUNNING.



OPEN DOORS SLOWLY, BEYOND 90 DEGREES THE ENTIRE DOOR FRAME OPENS TOWARD YOU. APPROACH IT FROM THE SIDE AND BE AWARE OF ALL IN THE AREA WHO ARE ENTERING OR EXITING.



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.



APPROACH BLIND CORNERS SLOWLY. IF MIRRORS ARE INSTALLED, USE THEM TO KEEP OTHER PEOPLE AWARE OF YOUR APPROACHING.



NEVER USE COPYMACHINES:

- ▶ NEVER FEED COPY PAPER WHEN COPY PAPER IS BEING REPAIRED.
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NEVER OVERLOAD OR FORCE STAPLERS. REMOVE STAPLES WITH A STAPLE PULLER AND DISPOSE OF USED STAPLES PROPERLY.



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



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SAMPLE

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