



OFFICE MACHINES AND SUPPLIES CHECKLIST



DO YOU HAVE THE FOLLOWING READILY AVAILABLE:	<u>YES</u>	<u>NO</u>
A list of all office machines?	<input type="checkbox"/>	<input type="checkbox"/>
Instruction booklets for all machines?	<input type="checkbox"/>	<input type="checkbox"/>
Product safety information?	<input type="checkbox"/>	<input type="checkbox"/>
Safety data sheets (SDS) on all chemicals used or machines operated?	<input type="checkbox"/>	<input type="checkbox"/>
DOES THE MAINTENANCE OF THE MACHINES INCLUDE:		
Regular cleaning/servicing according to manufacturer's instructions?	<input type="checkbox"/>	<input type="checkbox"/>
Posting of maintenance schedules near machines?	<input type="checkbox"/>	<input type="checkbox"/>
Accessible gloves or other supplies for safe handling of chemicals needed for maintenance?	<input type="checkbox"/>	<input type="checkbox"/>
Are machine users adequately trained?	<input type="checkbox"/>	<input type="checkbox"/>
FOR MACHINES THAT GENERATE AIR CONTAMINANTS OR HEAT:		
Are they isolated from the general work areas?	<input type="checkbox"/>	<input type="checkbox"/>
If needed, have special ducts been installed?	<input type="checkbox"/>	<input type="checkbox"/>
Has ventilation been increased to compensate for the machine load?	<input type="checkbox"/>	<input type="checkbox"/>
Have the levels of potential toxic materials been measured and recorded?	<input type="checkbox"/>	<input type="checkbox"/>
Are machines equipped with special scrubbers and filters to eliminate toxic effluents?	<input type="checkbox"/>	<input type="checkbox"/>



WHEN CHEMICAL-BASED SUPPLIES ARE USED:

Are products clearly labeled?	<input type="checkbox"/>	<input type="checkbox"/>
Are they stored properly?	<input type="checkbox"/>	<input type="checkbox"/>
Is adequate ventilation available?	<input type="checkbox"/>	<input type="checkbox"/>
Are chemicals disposed of according to regulations?	<input type="checkbox"/>	<input type="checkbox"/>
Are wash-up/clean-up supplies available?	<input type="checkbox"/>	<input type="checkbox"/>
Less hazardous brands/models sought as substitutes?	<input type="checkbox"/>	<input type="checkbox"/>

MACHINE GUARDING FACTORS:

Are covers and other safety devices in place when the machine is in use?	<input type="checkbox"/>	<input type="checkbox"/>
Is the machine designed to prevent mechanical injury?	<input type="checkbox"/>	<input type="checkbox"/>
Are machines free from sharp or protruding edges?	<input type="checkbox"/>	<input type="checkbox"/>
Are machines guarded to prevent clothes, hair or fingers from being caught in moving parts less than 7 feet above the ground?	<input type="checkbox"/>	<input type="checkbox"/>
Are pinch points guarded?	<input type="checkbox"/>	<input type="checkbox"/>
Do wire screens cover openings larger than 1/2 inch on fans?	<input type="checkbox"/>	<input type="checkbox"/>
Are there finger guards or lock-out devices on turning or cutting equipment?	<input type="checkbox"/>	<input type="checkbox"/>