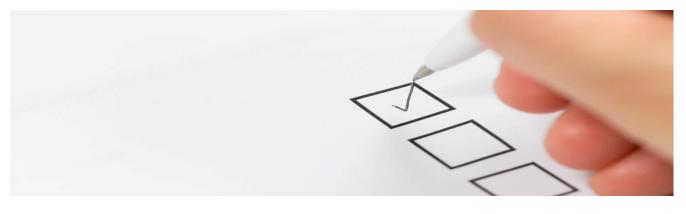
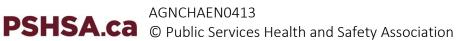


OFFICE MACHINES AND SUPPLIES CHECKLIST



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







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WHEN CHEMICAL-BASED SUPPLIES ARE USED:

Are products clearly labeled?		
Are they stored properly?		
Is adequate ventilation available?		
Are chemicals disposed of according to regulations?		
Are wash-up/clean-up supplies available?		
Less hazardous brands/models sought as substitutes?		
MACHINE GUARDING FACTORS:	_	_
Are covers and other safety devices in place when the machine is in use?		
Is the machine designed to prevent mechanical injury?		
Are machines free from sharp or protruding edges?		
Are machines guarded to prevent clothes, hair or fingers from being caught in moving parts less than 7 feet above the ground?		
Are pinch points guarded?		
Do wire screens cover openings larger than 1/2 inch on fans?		
Are there finger guards or lock-out devices on turning or cutting equipment?		





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