

FEDERAL STATE AUTONOMOUS EDUCATIONAL INSTITUTION
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**Occupational Safety Guidelines
for Operating Copiers**

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APPROVED
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Occupational Safety Guidelines for Operating Copiers

This document has been developed on the basis of TOI R-01-002-97 “*Occupational Safety Guidelines for Operating Copiers (CANON XEROX)*” approved by the Directive No.57 of the State Press Committee of the Russian Federation dated May 15, 1997 and SanPiN 2.2.2.1332-03 “*Hygienic Requirements for Operating Copiers*” approved by the Chief Sanitary Inspector of the Russian Federation on May 28, 2003.

1. General Occupational Safety Requirements

1.1. Individuals are eligible for unsupervised operation of copiers (such as Xerox or Canon) if they have completed special training, including for level 1 of electrical safety qualifications, initial training in occupational safety, initial workplace briefing on occupational safety during induction, and if there are no medical contraindications.

1.2. Individuals eligible for unsupervised operation of copiers shall comply with internal labour regulations and the established work-rest schedules.

1.3. Staff responsible for copier maintenance is exposed to an array of hazardous and harmful factors at the workplace, as well as factors exacerbating the working conditions.

Hazardous and harmful workplace factors include the following:

- Microclimate parameters;
- Static electricity generated as a result of friction between paper and copier components, or due to poor grounding;
- Ultraviolet radiation emanating from special UV lamps used in electrographic copiers;
- Electromagnetic radiation emanating from a video display terminal (VDT) built into the copier or located in the same room;
- Noise at the workplace originating from the copier;
- Chemicals released during copier operation and maintenance: ozone, nitrous oxide, ammonia, styrene (vinylbenzene), acetone (propanone), hydrogen selenide (selenium hydride), epichlorohydrin (chloromethyl)oxirane, acids, petrol, ethylene oxide (oxirane);
- Carbon dust
- Physical exertion (constrained posture, prolonged static posture, lifting heavy objects);
- Eye strain.

1.4. The copy room must be fitted with heating and air conditioning systems. Total cubic capacity of the copy room must be at least 15 m³ with at least 6 m² per person. Distance from the wall to the copier must be at least 0.6 m and from the operating area, at least 1.0 m. All copiers must be covered by duly issued safety and health certificates.

1.5. Individuals operating copiers must follow fire safety rules and know where emergency fire-fighting equipment is located.

1.6. Individuals operating copiers must follow instructions for use and personal hygiene standards, and keep the workplace clean.

1.7. Placing electrographic and whiteprint copiers, electrographic copiers and photocopiers in the same room is not advisable.



1.8. Tabletop or stand-alone copiers used from time to time for organizational needs only can be placed on the premises where other work is carried out, provided that the sanitary requirements SanPiN 2.2.2.1332-03 are observed.

1.9. Area and cubic capacity per one employee is calculated in accordance with technical and operating instructions (at least 6 m², cubic capacity of at least 15 m³).

1.10. Equipment must be positioned so as to allow unrestricted access to all mechanisms for repair and maintenance.

1.11. Copy rooms are fitted with heating, ventilation and air conditioning systems as prescribed by current regulatory documents.

1.12. Copiers are installed and operated in accordance with current sanitary and epidemiological requirements.

1.13. In case of equipment failure, cease work, unplug the copier and notify the administration.

1.14. All accidents must be reported to the administration by the affected person or witnesses.

1.15. Employees under 18 years of age, pregnant women, employees under the influence of drugs or alcohol and employees with medical contraindications are not allowed to operate copiers.

1.16. Individuals who fail to comply or violate occupational safety guidelines may be subject to disciplinary action as per the internal labour regulations and, if necessary, undergo ad-hoc assessment of their knowledge of occupational safety standards and guidelines.

2. Occupational Safety Requirements before Operation

2.1. Put on the overalls and fasten every button; secure your hair under some headgear.

2.2. Air out the room thoroughly and turn on the air conditioning system.

2.3. Inspect and tidy up the workplace, remove all items that are not needed.

2.4. Check and adjust the lighting in the workplace. Light intensity must be at least 300 lx (20 W/m²).

2.5. Inspect the copier. Check if it is in working order; the switches are working; protective guards are in place and fastened properly; safety elements and interlocks are functioning reliably; effective grounding is in place; the workplace is clean and tidy. Make sure that there is no visible damage.

2.6. Check the equipment status log. If there are any issues recorded, do not start operation until all the faults are fixed and a statement to the effect is entered into the log by a maintenance person/electrician.

2.7. Any faults or other issues discovered shall be immediately reported to the supervisor; do not start operation until all the faults are fixed and the permission to start is given.

3. Occupational Safety Requirements during Operation

3.1. Perform only the tasks received from the administration.

3.2. Do not give access to your workplace to unauthorized persons who are not involved in the assigned task. Do not entrust the equipment to others.

3.3. Connect the copier to power source and check if it is in working order.

3.4. Adhere to the instructions for use; avoid getting any moisture on the copier.

3.5. Monitor the copier's operation and make sure that its electric cables are insulated properly.

3.6. Do not lean over the copier and try to stay as far away from it as possible.

3.7. Do not put any foreign objects on the copier; do not subject it to mechanical damage.

3.8. Do not leave the plugged-in and operating copier unattended.

3.9. Repair or maintenance of the device must be confirmed by the corresponding entry into the equipment status log. The entry is made by the maintenance person or electrician.



3.10. The device must be unplugged before cleaning.

3.11. When cleaning (wiping) the device, wear rubber medical gloves and use rectified spirit, as per the maintenance instructions.

3.12. Spilled toner must be immediately cleaned up with a vacuum cleaner.

3.13. Always wash your hands with warm water and soap after cleaning loaders or other copier components.

3.14. Constantly check if the interlock is secure, signalling units are functioning, and there is no overheating or paper jam.

3.15. It is prohibited to

- Connect the copier to a power source with wet or damp hands;
- Leave the turned on copier unattended or let unauthorized persons operate it;
- Remove the jammed paper or original document before unplugging the copier;
- Operate the copier with cracked glass;
- Lean on the glass pane of the copy holder or place any items on it, apart from the original document;
- Touch the OPC drum and other metal components through which an electric or static charge can pass;
- Fix, clean, adjust or repair the copier while it is still in operation or plugged in;
- Remove protective guards and interlocks while the copier is in operation, or operate the copier whose protective guards and interlocks are missing or broken;
- Work in a room with no ventilation;
- Touch moving parts of the copier;
- Stick foreign objects into the copier's openings, paper holders and trays;
- Remove paper manually.

4. Occupational Safety Requirements in case of an Incident

4.1. In case of copier malfunction, sparks, burnt smell or damaged wire insulation, immediately seize work and unplug the device.

4.2. If the device catches fire

- Alert the 24-hour emergency service of HSE by phone: 113-88, call the fire services: 01, 112 (101 for Beeline and Megafon or 010 for MTS) and notify the line manager and Occupational Safety Unit;
- Unplug the device and take steps to put out the fire with emergency fire-fighting equipment, evacuate the premises and remove all valuables.

4.2.1. Attempting to extinguish fire with water or foam extinguishers is allowed only if the device is unplugged. For electrical equipment with a voltage of up to 1000 volts, only dry powder (class E) extinguishers, carbon dioxide extinguishers or dry sand should be used to avoid electric shock.

4.2.2. When using a foam (dry powder, carbon dioxide) extinguisher, the stream of foam (powder, carbon dioxide) should be directed away from people. If any foam (powder, carbon dioxide) gets on exposed body parts, wipe it with a cloth and rinse with clean water thoroughly.

4.2.3. On the premises with a fire hose cabinet, fire-fighting procedures are conducted by two employees: one extends the fire hose to the site of the fire, and another opens the valve.

4.2.4. If your life is in danger, immediately leave the premises.

4.3. If any metal components of the device seem to be carrying voltage (sensation of an electric current, the grounding wire is damaged), immediately stop operation, notify the supervisor of the malfunction and do not resume operation until so instructed.

4.4. If power supply is stopped and vibration appears, immediately disconnect the device.



4.5. First Aid Procedures in case of an Accident

Victims of any accident must be administered first aid treatment.

Bruise: keep the bruised area at rest and place a cold compress on it (ice, cold water, a cloth soaked in cold water). Do not apply iodine, rub or massage the bruised area.

Suspected internal injury: remove constricting clothing and place the patient on a level surface while waiting for an ambulance to arrive.

Sprain: place a cold pack and apply a soft retention bandage.

Dislocation: immobilize the joint completely. Attempting to relocate the dislocated joint without supervision is prohibited.

Skin and tissue injury: apply iodine to skin around the wound, cover it with sterile dressing (gauze or wipe) and bandage up.

Cleaning the wound or removing any foreign objects from it unsupervised is prohibited.

Fracture: immobilize the bone by applying a special or makeshift splint (boards, planks, plywood, sticks). The splint must be long enough to immobilize two joints around the fractured bone.

Compound fracture: apply a sterile dressing to the wounded area. Do not touch or remove bone fragments.

First-degree burn (no blistering): rinse the burnt area under clean water, treat it with weak (pale-pink) potassium permanganate solution and apply a dry sterile dressing.

Second-degree and third-degree burn (blistering, charred tissues): apply sterile dressing to the burnt area; in case of extensive burns, cover the patient with an isothermal (emergency) blanket.

When administering first aid for burns, it is prohibited to touch the burnt area with your hands or dirty objects; burst blisters; remove materials or pieces of clothing stuck to the burn; apply any oily substances or powders. Only special aerosols or antiseptics (if available) can be applied to the burnt area.

Electric shock: free the patient from contact with electric current: switch off the circuit breaker and use a dry stick, board or any other non-conductive object to push the electric cord aside. If necessary, cut or chop the cord using an axe with a dry handle or any other non-conductive object. Do not use wet or conductive metal objects. If necessary, take care to protect the patient from a fall (if the patient is at a height).

If the patient stops breathing once freed from electric current, start mouth-to-mouth or mouth-to-nose resuscitation right away.

If the patient is unconscious but the breathing and pulse are normal, lay them on the back, unbutton their clothing, ensure steady inflow of fresh air, give the patient some ammonia spirit to inhale and sprinkle their face with cold water.

Areas that exhibit electrical injuries (usually on arms and legs) should be covered with a dry (gauze) dressing.

4.6. An ambulance should be called by the injured or witnesses after any accident. If necessary, help to transport the injured to a healthcare facility.

4.7. All accidents that occur on the HSE premises must be reported to the Occupational Safety Unit and the line manager of the injured.

4.8. The scene of the accident should be left undisturbed before the accident is investigated, unless it could harm human life and health or cause a breakdown.

5. Occupational Safety Requirements after Operation

5.1. Terminate equipment operation. Disconnect the copier from power source. Do not pull on the cord (cable) when unplugging the copier.

5.2. Tidy the workplace up, turn off the air conditioning system.

5.3. Report any discovered faults in the equipment to the supervisor.

5.4. Remove special clothing and put it into the wardrobe or personal locker.



5.5. Wash your face and hands with warm water and soap.

5.6. It is not allowed to stay at the workplace after the work is finished.

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