



A Tradition of Excellence

Claims Administrative Services, Inc.

Printing & Graphics

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INTRODUCTION/OVERVIEW

On the job accident prevention is the responsibility of all the district's employees. It is the further responsibility of each employee to correct or report any unsafe condition or practice which he or she may observe.

SAFETY RULES

The following are some important general printing and graphics personnel safety rules that each employee is required to follow:

SPECIAL DRESS REQUIREMENTS

1. Wear a half-sleeve shirt tucked in.
2. Sturdy, non-slip shoes are essential.
3. Loose clothing and jewelry are prohibited.
4. Use additional protective equipment required for the job being performed.

COPIER OPERATIONS

1. Ensure that the machine panels are in place on the copier before it operates.
2. Maintain document feeder mechanism in the "down" position when the copier is running to avoid bright light flashes.
3. Remove all paper jams quickly to avoid the possibility of fire.
4. Follow the manufacturer's guidelines when clearing forms and installing chemicals and paper.
5. Power off the equipment before leaving each day.

GUILLOTINE PAPER CUTTER

- a. The machine must be lubricated and inspected regularly for proper operation.
- b. Never block out the two-hand safety control for any reason or attempt to catch trim or straighten a falling pile.
- c. Use a back-up board to control labels and small cuttings.
- d. Report all unsafe conditions of the machine, brake failures, and peculiar motor sounds to your supervisor immediately.
- e. Keep wiping rags, measuring instruments, wrenches, and other tools off the machine.



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- f. Keep the floor around and under the machine clear of oil, scrap paper, and other material to avoid slipping against the machine.
- g. Follow the manufacturer's recommended procedures in changing knives.
- h. Never talk to anyone while operating the cutter.
- i. Never wipe the blade with anything.
- j. Handle the blade with caution when changing it. Use bolts in the hole when replacing the blade.
- k. When handling stock under the blade, be sure the blade is above the clamp and never step on the clamp release pedal.
- l. Power off the cutter after each use.

FOLDERS

1. Never put fingers or foreign objects in the folders, while the folder is on.
2. Make sure the folding plates are securely in their slots before starting the folder.
3. Never operate the folders with loose sleeves, ties, or unrestrained long hair.
4. Oil the ends of the rollers weekly.
5. Clean filter receptacles once a month.
6. Clean rollers with the proper cleaning solution after each use to remove ink.
7. Power off the folders after each use.
8. Do necessary maintenance to the folder only when it is turned off.

PRESSROOM REGULATIONS

1. Use safety containers for solvents, metal containers with cover for oily rags, and waste containers for paper.
2. Never leave tools anywhere on the press.
3. Keep rollers properly racked so they cannot be knocked from their position.
4. Keep the press area free of grease, oil, and excess ink.
5. Stack paper in neat, sturdy piles without overstocking.
6. Provide adequate ventilation and illumination.
7. Maintain clear aisles.



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PRESS OPERATIONS

1. Pull main switch when oiling, greasing, cleaning, and adjusting the press.
2. Replace all guards immediately after completing any repair or adjustment and be sure guards are in their proper positions before starting the press.
3. Presses should be equipped with approved starting, stopping, running, and warning controls.
4. Be sure everyone is in the clear before starting the press.
5. Never reach into a moving press for any reason.
6. An operating press must be monitored at all times - either by the operator or someone close by.
7. Never operate the press with loose clothing or unrestrained long hair.
8. Power off all equipment before leaving each day.

CLEANING AND ADJUSTING THE PRESS

1. Use only approved wash for cleaning rollers. (No toxic and flammable solvents are permitted.) Make sure you know the properties of the solvents being used, use as little as possible to do the job, and keep it from spilling on the floor.
2. Keep cleaning solvent in a safety can. Store cleaning rags in a covered metal can. Use soft, clean rags - with no loose ends – for washing rollers.
3. The press switch should be “locked out” when rollers are being removed from or placed in the press. Watch finger clearance when handling rollers.
4. Use vinyl gloves when handling cleaning solvents.
5. Clean sink basins of chemical residues.

SHRINK WRAP MACHINE

1. Avoid contact with the heating equipment.
2. Make sure that the arm is in full “up” position before handling each package.
3. Power off the machine before leaving each day.



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STITCHERS

1. Never put fingers under the stitch head while the stitcher is on.
2. Make adjustments to the stitcher only when it is turned off.
3. Oil the stitcher weekly (depending on use) and use only 1 drop per access hole.
4. Power off stitchers after each use.

STORAGE IN THE PRINT SHOP AREA

1. Keep all material shelved and free from walkways.
2. Use correct lifting techniques when moving materials.
3. Use correct ladder procedures for lifting above waist height.
4. Store as many materials as possible at waist height.

