

<b>Company name:</b> Health and Safety Office <b>Department:</b>	<b>Date assessment made:</b> <b>Date discussed with employees:</b>
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Step 1 Substance	Step 2	Step 3	Step 4 Action			
What's the hazard?	What harm, and who?	What are you doing already?	What improvements do you need?	Who	When	Check
Breathing in solvent vapours - wide format inkjet printer	Irritation					
	Everyone in the office	Leave prints in well-ventilated room to dry	Move printer to ventilated room			
Skin contact with ink	Anyone filling printer cartridges	Skin cleanser provided	Get sealed cartridges			
Skin contact with solvent	Anyone cleaning a print head - skin damage	Use nitrile gloves and lidded bin for waste	Begin skin checks			
Indoor air quality	Everyone from time to time - irritation					
	Sore eyes / throat, stuffy nose		Better fresh air provision. provide plants to increase humidity Use questionnaire			
Photocopier - breathing in emissions	Toner dust (not harmful), odour (not ozone)					
	Anyone nearby	Change filter and corona wires	Vacuum up dust. Get a new copier.			
<b>Also:</b>		<b>Action taken</b>	<b>Action needed</b>			

Thorough examination & test - COSHH					
Supervision					
Instruction and training					
Emergency plans		Spill of print-head cleaner			
Changes to the Fire Risk Assessment					
Health surveillance	None	Skin checks			
Monitoring		None			

**Step 5**

Review date:

1. Review your assessment - make sure you are not sliding back.
2. Any significant change in the work? Check the assessment and change it if necessary

**Other hazards needing attention:** slips and trips, lifting, electrical appliances