

# Printing, copying

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## Control strategy 1

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### Design and equipment

- The employees are trained in the practical handling of printers and copiers and are familiar with the instruction manual.
- Printers and copiers are labeled by a CE label and a declaration of conformity.
- Machines with a "GS" label (certified safety) are subject to additional examinations, which guarantee their safety.
- The label "DGUV Test" label or the environmental label "Der Blaue Engel" guarantee that printers and copiers meet the basic safety and health requirements.
- The machine is equipped with an activated carbon filter or a high voltage component with low emission.
- Refilling of toner is practicable without skin contact or inhalation of powder.
- Cartridges with dry or liquid toner are preferred against refilling systems.
- If reusable cartridges are applied, they should carry the environmental label "Der Blaue Engel".
- The paper for copiers and printers is labeled by the indication of the European standard EN 12281 „Printing and business paper - Requirements for copy paper for dry toner imaging processes“ (or an equivalent type).
- An equipment-trained person (or a substitute if indicated) is chosen for each machine.
- The equipment-trained person is trained for appropriate handling, refilling toner, maintenance tasks as well as removal of small defects.
- The instruction manual, supplementary safety data sheets (toner, cleaning agents etc.) and as the case may be an environmental data sheet are delivered to the equipment-trained person.
- The data on availability of the equipment-trained person are known - and preferably noted on the machine.

### Maintenance and repair

- After removal of a paper jam, the surrounding area is cleaned by wet-wiping.
- Reusable cartridges are refilled by a refilling service.
- Residual toner waste is removed accordingly. Many manufacturers offer the return of empty cartridges. The recycling of toner cartridges by the manufacturer or a provider is preferred against the removal as hazardous waste.
- Further maintenance and cleaning procedures shall be performed only by service technicians. This includes the handling of toner in powder and liquid form.

Figure: Test marks and environmental labels

1. For business machines with printing function



2. For recycled reusable cartridges



### Further requirements

- A sufficient ventilation according to the requirements provided by the German work place ordinance exists. This can refer to ventilation by window, door or an installed ventilation facility.
- Permanently used printers and copiers are not situated in offices or break rooms.
- In order to avoid the accumulation of dust, printers and copiers are located on an easily cleanable surface.
- The exhaust air exits of the machine are not directed towards the employee.
- In order to facilitate services on printers and copiers, an optimal accessibility of the machines is ensured.

### Further information

- Safety data sheets
- Operating instructions or technical guidelines of the manufacturers of printers and printer cartridges

- Printing and copying are activities with low risk. Operating instructions are not required.
- It is checked daily if the printer or copier can be switched on without failure message.
- Defects are communicated to the equipment-trained person (e. g. defect cartridge). In case of doubt stop working!
- Ensure that the room is well ventilated by regular opening of the windows or by switching on the installed ventilation facility, respectively.
- The lid should be closed during copying.
- It is necessary to clean hands with water and soap after longer copying works or in case of contamination with toner.

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