



## OSH USER GUIDE


# MULTIFUNCTION DEVICE (MFD)

### GENERAL REMARKS

Every employee using multifunction device should:

- be trained in safe use of the equipment,
- read the MFD operating manual,
- undergo occupational health assessment,
- complete OSH training for office workers,
- be aware of occupational risk assessment on their job position,
- have access to the first aid kit and fire extinguisher,
- have access to the first aid and fire safety instructions including first aiders and fire marshals' contact data.

### BASIC SAFETY RULES

1. The document multifunction device should be located:
  - in a clean, dry and easily accessible place,
  - away from any heat and vibration sources,
  - in min. 10 cm distance from walls or furniture to allow air to flow freely through ventilation slots (if the device works constantly, mechanical ventilation is required),
  - outside of foot traffic areas,
  - with an easy access to unplug the device in case of emergency.
2. MFD should be installed by an authorized personnel.
3. The device should be plugged with grounding-type plug, unless it is a double insulated electrical appliance (  symbol).
4. The power cord should be located outside of foot traffic areas, it should be protected from being crushed by furniture etc.
5. Recommended light level for office work is 300 lx (occasional tasks).

### BEFORE STARTING THE WORK

- inspect the device for damage or disrepair,
- inspect the electrical cord and plug for defects,
- prepare the documents to be scanned or copied, remove all staples and paper clips.

### SAFE WORK PRACTICES

- place a document on the scanner glass, close the scanner cover and press the copy / scan button,
- follow the messages displayed on control panel and your computer screens,

- wait until pages have exited the machine before picking them up,
- unplug the device before opening any cover to remove paper jam, replace the used toner cartridge etc.,
- if the device does not operate normally when the operating instructions are followed, report it to the supervisor.

### PROHIBITED ACTIVITIES

- usage of a damaged equipment, cables etc. (damaged equipment should be switched off immediately and the supervisor should be noticed),
- opening the cover when scanning / copying is in progress,
- repairing the MFD by an unauthorized personnel,
- using the device by unauthorized people,
- eating and drinking near the MFD,
- smoking in the office (except smoking room area, if designated).

### BY THE END OF WORK

- pick up the documents that were copied / scanned / printed out,
- switch off the device and unplug it,
- prevent all unauthorized access to the MFD,
- leave your workplace clean and tidy,
- periodically clean the unplugged equipment with a soft cloth and dedicated detergents, following the instructions attached.

### EMERGENCY SITUATIONS

- any damages of the equipment (including cables) should be reported to the supervisor,
- all repairs must be performed by an authorized personnel,
- in case of emergency, inform the supervisor and leave the workstation unchanged (unless you need to take action to prevent another dangerous situation),
- fire safety instructions must be obeyed in case of fire.

### EMERGENCY NUMBERS:

COMMON EMERGENCY NUMBER	<b>112</b>
AMBULANCE .....	<b>999</b>
FIRE .....	<b>998</b>
POLICE .....	<b>997</b>