



# UNIVERSITY SERVICES DIVISION

## Safe Operating Procedure

### TONER CARTRIDGE SPILLS

S.O.P NUMBER	RISK ASSESSMENT NUMBER	RISK ASSESSMENT
SOP 28	RASS-28	LOW RISK
DATE CREATED		Employees Involved in SOP Creation
7/06/2006	<b>DON CALDWELL</b>	
Personal Protective Equipment Required		
<b>HEAVY DUTY PLASTIC GLOVES</b> <b>VACUUM CLEANER ( MOTOR AND FILTERS RATED DUST TIGHT )</b> <b>FILTER TYPE DUST MASK</b> <b>PLASTIC DISPOSAL BAGS</b>		
Before work Commences		
<b>SECURE THE LOCATION</b> <b>PUT UP WARNING SIGNAGE</b> <b>CLEAR AREA OF PEOPLE</b> <b>REFER TO MANUFACTURERS SAFETY DATA SHEET BEFORE COMMENCING WORK</b>		
Basic Task Step(s)	Hazards	Safe Procedures
<b>REMOVE DAMAGED TONER CARTRIDGE</b>  <b>VACUUM UP SPILT TONER</b>  <b>WIPE UP REMAINDER OF TONER WITH DAMP CLOTH</b>	<b>SKIN - EYE - IRRITATION</b>  <b>RESPIRATORY TRACT IRRITATION</b>	<b>SECURE AREA AROUND TONER SPILL.</b> <b>USING GLOVES AND FACE MASK PLACE DAMAGED TONER CARTRIDGE INTO PLASTIC BAG FOR DISPOSAL. VACUUM UP THE REMAINING TONER DUST USING A SUITABLE DUST TIGHT VACUUM CLEANER. EMPTY TONER DUST INTO PLASTIC BAG AND SEAL BAG SECURELY AND DISPOSE OF AS HAZARDOUS WASTE IN ACCORDANCE WITH LOCAL REGULATIONS.</b>