1. **INTRODUCTION**

**Scope**
This standard operating procedure outlines instructions for the safe handling and disposal of toner cartridges for printers, photocopiers and multifunction devices.

**Description**
Toner cartridges contain small amounts of carbon black and amorphous silica. Some individuals may be sensitive to these substances and could have a reaction if they come into contact with the skin.

2. **REQUIREMENTS**

2.1 **Training/Licensing**
Personnel shall have the following training and/or licensing:
- instruction and demonstration by a competent person prior to changing a toner cartridge.

2.2 **Personal Protective Equipment**
Personal protective equipment that meets relevant Australian Standards:
- Gloves – disposable nitrile or PVC gloves
- Respiratory equipment, only where toner cartridge is damaged/spills – disposable P2 dust mask

2.3 **Other**
N/A

3. **WARNINGS/SPECIAL REQUIREMENTS**

If a toner cartridge is damaged and there is risk of inhalation of particles, wear respiratory protection such as a disposable P2 dust mask.

Use cold water to clean toner spills – hot water can set the toner into fabrics.

Normally the power to a printer, photocopier or multifunction device is left on during the replacement of a toner cartridge. Safety features (guarding and interlocking) will isolate the energy sources and mechanical parts from contact with the operator.

The guarding and interlocking features should only be bypassed by a competent technician after the device has been unplugged from the power.

Remove all jewelry and secure any loose clothing prior to opening the device.

4. **OPERATION**

4.1 **Start Up**
- Read and become familiar with the manufacturer’s instructions for installing or replacing toner cartridges.
- Read the toner cartridge manufacturer’s/supplier’s material safety data sheet (MSDS)/ safety data sheet (SDS).

4.2 **During Operation**
- Open device and gently remove spent cartridge
- Immediately place toner cartridge in a durable plastic bag and seal
- Place toner cartridge in cartridge recycle bin
- Remove new toner cartridge from packaging
- Gently place toner cartridge into printer
- Close device

Contact the Sustainability for more information on toner cartridge recycling:
http://sustainablecampus.unimelb.edu.au/
4.3 **Shut Down**  
N/A  

5. **MAINTENANCE**  

5.1 **Operator**  
N/A  

5.2 **Maintenance/Manufacturer**  
Scheduled servicing of the device shall be undertaken by an authorised service agent.  

5.3 **Repairs**  
Repairs to the device shall be undertaken by an authorised service agent.  

6. **TROUBLE SHOOTING**  
Refer to the manufacturer’s instruction manual or signage on the device to manage faults or issues.  

Report any damage or faults in the device to the manager/supervisor and the authorised service agent.  

If the device is damaged, isolate (turn of power) and tag it out in accordance with the University of Melbourne’s Unsafe plant and equipment: OHS requirements procedure.  

7. **EMERGENCY**  
In the event of emergency, immediately turn off power to the device.  

Commence emergency procedures in accordance with local area emergency instructions.  

8. **REFERENCES**  

8.1 **Legislation**  
- *Occupational Health & Safety Act 2004 (Vic)*  
- *Occupational health & Safety Regulations 2007 (Vic)*  

8.2 **Standards**  
- *Model code of practice - Managing the risks of plant in the workplace*  
- *WorkSafe Victoria, Plant (Code of Practice No. 19, 1995)*  

8.3 **Codes and Guidance**  
- Gloves – AS/NZS 2161.2: Occupational protective gloves: general requirements  
- Respiratory protection – AS/NZS 1715: Selection, use and maintenance of respiratory protective equipment  

8.4 **University Procedures/Guidance**  
- MSDS for toner cartridge  
- Device manufacturer’s operating manual  
- *Regulated plant risk management procedure*  
- Unsafe plant and equipment: OHS requirements procedure