

## STANDARD OPERATING PROCEDURE

### CHANGING A TONER CARTRIDGE

SOP No. N/A

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Authorised by: Associate  
Director, Health & Safety



## 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

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### 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

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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 off power) and tag it out in accordance with the University of Melbourne's *Unsafe plant and equipment: OHS requirements procedure*.

## 7. EMERGENCY

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

Commence emergency procedures in accordance with local area emergency instructions.

## 8. REFERENCES

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### 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*