

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

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 off 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*