

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 059 – OFFICE EQUIPMENT

1. PURPOSE AND SCOPE

Minimum requirements for safe use of office equipment at Illusions Australia.

Applies to computers, monitors, printers, shredders, photocopiers, chargers and similar office devices.

2. AUTHORISATION AND COMPETENCY

Workers must use equipment in accordance with manufacturer instructions and report defects.

Electrical repairs or internal servicing are for authorised competent persons only.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Normal office attire/footwear.
- Task-specific PPE only where identified, such as gloves for toner spill cleanup where required by product instructions.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Electrical leads/plugs are undamaged.
- Equipment is stable and ventilation openings are unobstructed.
- Power boards are suitable and not overloaded.
- Paper cutters/shredders have guards and controls intact.
- Workstation layout permits comfortable use.
- Spills and trip hazards are absent.

5. SAFE OPERATING PROCEDURE

1. Set equipment on stable surfaces.
2. Route leads away from walkways and pinch points.
3. Use printers/copiers/shredders only as designed.
4. Keep fingers, hair, jewellery and loose clothing away from shredder feed openings.
5. Switch off/unplug equipment before approved cleaning or clearing where manufacturer instructions require it.
6. Use suitable lifting assistance for heavy printers/equipment.
7. Report electrical, overheating or mechanical faults promptly.

6. PROHIBITED PRACTICES

Workers must not:

- Overload power boards.
- Use damaged leads or plugs.
- Reach into operating shredders or internal moving mechanisms.
- Place liquids where spills can enter electrical equipment.
- Block ventilation openings.
- Attempt unauthorised electrical repairs.
- Lift heavy office equipment alone where assistance is required.

7. ERGONOMICS

Poor workstation setup and prolonged static posture can contribute to discomfort.

- Adjust chair, monitor and input devices to suit the user.
- Vary posture and take normal movement breaks.
- Report recurring discomfort for workstation review.

8. ELECTRICAL AND HEAT

Office devices may overheat or become electrically unsafe.

- Keep vents clear.
- Remove damaged equipment from service.
- Do not repeatedly reset tripping electrical protection.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for smoke, burning smell, damaged lead, electric shock/tingle, jam requiring unsafe access or unusual overheating.

Isolate if safe and report.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off equipment not required to remain on.
- Clear paper/waste and keep vents unobstructed.
- Leave leads safely routed.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Electrical damage is present.
- Equipment is unstable or overheating.
- A jam cannot be cleared by the approved user method.
- Safe manual handling cannot be achieved.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

Document	SWP 059 – Office Equipment
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