

Company name: epicquest	Date assessment made:	15-05-18		Date discussed with employees:	15-06-18	
Substance	Step 1	Step 2	Step 3	Step 4		
Whats the hazard?	What harm, and who?	What are you doing already?	What action do you need?	Who	When	Check
Breathing in solvent vapours - wide format inkjet printer	Everyone in the office	Leave prints in well-ventilated room to dry	Move printer to ventilated room	MM	16-06-18	16-08-18
Irritation	Anyone filling printer cartridges	Skin cleanser provided	Get sealed cartridges	MM	17-06-18	17-08-18
Skin contact with ink	Anyone cleaning a print head - skin damage	Use nitrile gloves and lidded bin for waste	Begin skin checks	MM	18-06-18	18-08-18
Skin contact with solvent	Everyone from time to time - irritation			MM	19-06-18	19-08-18
Indoor air quality	Sore eyes / throat, stuffy nose		Better fresh air provision. provide plants to increase humidity Use questionnaire	JE	20-06-18	20-08-18
Toner dust (not harmful), odour (not ozone)				MM	21-06-18	21-08-18
Photocopier - breathing in emissions	Anyone nearby	Change filter and corona wires	Vacuum up dust. Get a new copier.	JE	22-06-18	22-08-18
Spill of print-head cleaner				MM	23-06-18	23-08-18

Also:

Action taken Action needed

Sheet1

Thorough examination & test - COSHH	23-06-18	23-08-18	Asbestos safety survey and action plan created.	Asbestos survey undertaken by professional
Supervision	24-06-18	24-08-18	JE	JE
Instruction and training	25-06-18	25-08-18	Meeting arranged with all staff to discuss asbestos safety plan	
Emergency plans	26-06-18	26-08-18	On the health and Safety plan	
Health surveillance	27-06-18	27-08-18	Safety plan to be assessed and updated by the board.	
Monitoring			JE	
Step 5				
Review date:				16-09-18
Other hazards needing attention: slips and trips, lifting, electrical appliances			Inspection undertaken and all hazards removed.	