



Communities Linking Computer Knowledge

CLICK
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Safety Procedures for IT Equipment

The following procedures have been written with health and safety in mind and should be adhered to in the event of a critical incident occurring on premises at CLiCK. These procedures cover breakage and spillage of electrical IT equipment that contains nasty chemicals that should not come into contact with human skin.

Procedure for Handling Monitor Breakage

If a monitor falls and breaks it is important that the following procedure be followed in order to clean it up in a safe way.

If the monitor has broken and has spread out over a large area it is important that people are kept away from the debris until it is cleaned up. The monitor debris may contain chemicals that are detrimental to somebodies health.

Ensure that no-one handles the broken monitor debris or components with bare hands - always use the heavy duty gloves that CLiCK has in its First Aid Kit. These are marked heavy duty gloves.

With gloves on, use a broom and handshovel to sweep up the smaller monitor debris. Put the small bits of monitor debris into a plastic bag (check for holes first) and tie it up. This bag of smaller debris can be placed into the recycling bins near the roller door.

For the bigger parts of the breakage - still using gloves - collect the major parts of the broken monitor and move to the recycling bins.

Finally - use a vacuum to suck up any remaining nasties that you may not have been able to pickup using a broom and shovel. At this point you can take off the gloves and put them away.

Procedure for Handling Toner Cartridge Spills

If a laser toner cartridge (for a printer) spills its contents it is important to clean up the mess in a safe way.

If the cartridge contents have spread out over a large area - it is important that people are kept away from the debris until it is cleaned up. The laser toner cartridge contents may contain chemicals that are detrimental to somebodies health.

Ensure that no-one handles the toner debris or components with bare hands - always use the heavy duty gloves that CLiCK has in its First Aid Kit. These are marked heavy duty.

With gloves on, use a broom and handshovel to sweep up the toner debris. Put the toner debris into a plastic bag (check for holes first) and tie it up.

Finally - use a vacuum to suck up any remaining nasties that you may not have been able to pickup using a broom and shovel. At this point you can take off the gloves and put them away.