Job Safety Analysis

Safety Information for the University of California, Berkeley

UC Printing Services

Operation of the Bell & Howell Inserter

Task	Hazards	Controls
1. Set up pocket feed.	Pinch point at swing arm.	Use two-button jog to set and make adjustments in the STOP position.
2. Set up timing on chain.	Pinch point at moving chain.	Use two-button jog to set timing and make adjustments in the STOP position.
3. Set up delivery.	Pinch point with rollers and belts.	Set delivery in the STOP position.
Required Training:	**Required Personal Protective Equipment (PPE)**	

Other Information:	
Contributors:	Theresa Acree, UC Printing Services.
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For more information about this JSA, contact the *Office of Environment, Health and Safety* at UC Berkeley, 317 University Hall #1150, Berkeley, CA 94720-1150
(510) 642-3073 ● http://www.ehs.berkeley.edu