

JOB SAFETY ANALYSIS

Safety Information for the University of California, Berkeley

UC PRINTING SERVICES

OPERATION OF THE MBO FOLDER SERIES 26S/26/30

TASK	HAZARDS	CONTROLS
1. Lift flat (unfolded) stock to upper table of continuous feed.	Hand, elbow, shoulder and back injury from improper lifting.	Lift loads appropriate to the strength of the hand grasp of the person performing the task. Roll, fold and lift stock appropriate to the lifting ability and technique of the person performing the task.
2. Set up roller and straps on continuous feed drum.	Pinch points in belts and straps.	Set straps only while stop switch is engaged.
3. Set rollers for tension on stock thickness.	Pinch point (zero tolerance between rollers).	Adjust rollers only while stop switches are engaged.
4. Wash rollers with VWM/MRC.	Pinch points.	Wash rollers only while stop switches are engaged.
	Hand injury from sharp blades and perforators.	Make final adjustments on shaft while in place on folder and only with stop switch engaged.
Required Training:	Required Personal Protective Equipment (PPE)	

Other Information:

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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>