

JOB SAFETY ANALYSIS

Safety Information for the University of California, Berkeley

UC PRINTING

SERVICES

OPERATING A SAW-OUT MACHINE

TASK	HAZARDS	CONTROLS
1. Notch spine.	Pinch/crush fingers	Do not hold book at spine when activating book clamp. Hold book at the face.
	Accidental activation of machine while removing jams	Unplug machine before inspecting jam. Keep plug in view. Inspect jam. Ask for help.
	Hearing damage	Wear hearing protection, such as earplugs, if operating machine for more than 10 minutes.
	Contact with notching blades	Never place hands under book clamp while machine is plugged in. Do not turn motor on without a book in the clamp.
	Muscle strain	Oil sides so book clamp moves freely. Take necessary breaks.
Required Training: 1. Use of saw-out machine	Required Personal Protective Equipment (PPE) 1. Ear plugs	

Other Information:

Contributors:

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UCPS Library Bindery, Oakland: Library Bindery Supervisor Michael Foley
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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>

The development of Job Safety Analyses is a Balanced Scorecard initiative of the AVC-BAS Safety Committee, sponsored by the Associate Vice Chancellor-Business and Administrative Services (AVC-BAS) and the AVC-BAS Leadership Team ● <http://bas.berkeley.edu/balancedscorecard>