

Toolbox Talk

Office Laminators



What?

- Office laminators are used extensively to laminate documents by using a heat process to seal the edges
- They normally have a number of controls to manage the laminating operation such as on / off switch, power on button, temperature control, reverse button, carry handle, pouch / document entry slot, entry support shelf etc.
- However it is important to understand these controls and the limitations of the machine in terms of format, width size, pouch thickness in microns, warm up and cool down times, lamination speed, overall weight etc. before attempting to operate the equipment

Why?

- These machines are designed to heat up and cool and therefore if not used correctly can cause burns and sometimes result in fires due to overheating
- It is therefore essential to position them when cold and to keep well clear of any hot parts while in use
- Care should be taken to keep the laminator clear of combustible materials especially when storing the unit and to always switch it off when not in use

Do



- ✓ Plug the machine into an easily accessible socket where you can isolate easily
- ✓ Avoid creating tripping hazards with the cable
- ✓ Place the machine on a stable flat surface
- ✓ Check for blockages or debris before use
- ✓ Test it first before attempting to laminate
- ✓ Remove any staples or other metal objects from documents prior to laminating
- ✓ Keep machine well away from other heat or water sources such as kettles, heaters etc.
- ✓ Check there is enough room at the back of the machine for the documents to pass through
- ✓ Turn off the machine and unplug it when not in use so that it is completely isolated
- ✓ Allow sufficient time for the unit to cool properly before attempting to store it
- ✓ Always unplug the machine if it is not required between jobs especially over an extended period
- ✓ Use pouches designed for use at the appropriate settings for the document you intend to laminate

Don't



- ✗ Attempt to dismantle, open or fix defective machines isolate and report the problem
- ✗ Place fingers near heat sources or electrical connections during use
- ✗ Leave the power cable near any source of heat and check it is not a trip hazard
- ✗ Store with the power cable hanging loose on shelves where it can be dislodged
- ✗ Use the machine if the power cable is damaged or the plug is not secure
- ✗ Exceed the machine's stated performance criteria when laminating documents
- ✗ Laminate sharp or metal objects or heat sensitive document always check first
- ✗ Use solvents or flammable material to clean the machine since it can cause fires
- ✗ Leave the machine on when not in use
- ✗ Leave paper or other combustibles close to the laminator in case they ignite