

HANDLING AND CHANGING TONER SAFELY

Staff Bulletin

POTENTIAL RISKS

- Several substances within toner have known risks to health, both on direct exposure and resulting from emissions during the photocopying/printing process.
- As a fine powder, toner can remain suspended in the air and is considered to have health effects comparable to inert dust. It can be an irritant to people with respiratory conditions such as asthma or bronchitis.
- Exposure to toner can irritate the skin and exacerbate pre-existing skin conditions.
- If you experience shortness of breath or persistent coughing while working with toner, stop working and get fresh air immediately.
- Seek medical attention if your symptoms persist and log such incidents in the accident book.

CHANGING TONER SAFELY

- When changing toner in schools and in the workshop, Cynnal staff are advised to wear disposable plastic gloves (Available in the storeroom).
- Avoid disturbing the toner while changing a cartridge, this will prevent introducing dust into the air.
- When changing toner ensure an adequate container is available to hold the used toner, preferably a container that can be sealed to contain the dust.
- Toner should be disposed of responsibly, most sites will offer some form of ink/toner recycling. If this service is not available ensure the toner is well contained before disposal.

CLEANING

- Toner particles have electrostatic properties and can develop static-electric charges when they rub against the interiors of vacuum cleaner hoses. Because of this and the small particle size, toner should not be vacuumed with a conventional home vacuum cleaner.
- To dispose of toner spills a special type of vacuum cleaner with an electrically conductive hose and a high efficiency (HEPA) filter may be needed.
- Laser printers that have large toner spills should only be cleaned using the HEPA vacuum in the workshop.
- Toner can be washed off skin and garments with cold water. Hot or warm water softens the toner, causing it to bond in place. Toner fused to skin eventually wears off, or can be partially removed using an abrasive hand cleaner.