

Safety Press Procedures

New Madrid County Central
Technical Skills Center
Graphic Arts

Offset Lithography

- Printing method in which inked images are offset or transferred from one surface to another.
- Printing presses can introduce an abundance of potential safety hazards.
- Always be aware of personal safety, shop conditions and mechanical safety.

Personal Safety

- Roll shirt sleeves up to elbows
- Tie back long hair
- Remove all jewelry
- Do not carry wiping cloths in pocket
- Wear eye protection when needed
- Be aware of your surroundings
- No horseplay around machinery

Shop Conditions

- Aprons should be hung out of the way
- Floors/aisles should be free of debris/oil/grease
- Solvents stored in proper containers
- Appropriate waste containers for paper, shop rags
- Tools stored in toolbox
- Oil drip pans emptied periodically
- Paper/envelopes properly stacked/stored off of floor

Mechanical Safety

- Never operate any press until you have been instructed in its safe operation.
- Pay close attention to mechanisms found on press such as spinning rollers, rotating chains, turning gears and rotating belts
- Prepare inking unit after checking for lint/dust
- Prepare dampening unit with the proper mixture of fountain solution
- Attach plate paying close attention to the tension clamps
- Set paper stock up while setting feeding tray at appropriate level
- Check that all guards are in place before starting press
- Stop press to clear all jams, make adjustments/repairs or to clean
- After delivery of completed job, follow proper steps for cleaning and care of machine
- Make sure solvents are used in well-ventilated areas
- Wear eye protection
- Dispose of ink and solvent covered rags in safe containers