WORKING TOGETHER TO MANAGE BUSINESS RISK

Printing

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Good practice on and off the press

While we're here to pay to claims if the worst happens, we're all about trying to keep you and your property safe and secure in the first place.

There are simple ways to reduce risks in commercial print environments. The machines are expensive, so too the price of downtime if interruptions, malicious damage and theft occur. Here's some information on taking care and minimising risk at your workplace.

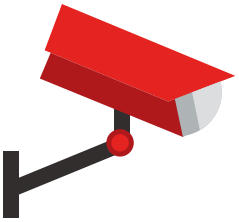
Keeping structures safe

The whole building should be in good structural condition.

Must haves

- ✓ Doors and windows (plus locks, latches and hinges) must be sound and tightly secured to the building.
- ✓ Secure your roller doors after hours. For motorised doors, lock the electric open / close switch with a PIN. For manual doors, padlock a chain to the building or door frame.
- ✓ Keep water drainage unobstructed by regularly clearing the gutters, channel drains and yard sumps, especially where there are large trees.
- ✓ No holes in fire walls and no obstructions to areas around fire doors — fire doors must be able to close freely.
- ✓ Clear and clean external building cladding (including roof, stormwater guttering and surfaces), and repair impact-damaged or corroded surfaces.
- ✓ Clean out collection separator sumps/tanks.

Site, perimeter and data security



Control access to the site and key areas within it.

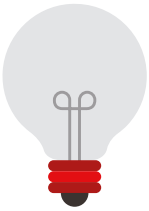
Best practice

- Install a well-secured perimeter fence around your site and good quality padlocks on the gates.
- Check fenced yards regularly for breaks.

Must haves

- ✓ **Install a monitored alarm system with security patrol response. Maintain it annually.**
- ✓ **Put CCTV inside and out – think motion sensing and infrared for image clarity in low light.**
- ✓ **Keep motion sensors clear of obstructions.**
- ✓ **Set up random security patrols for after hours.**
- ✓ **Keep stock, wooden pallets and anything intruders can climb onto at least 1m clear of the fence line.**
- ✓ **Install good quality security lighting in yard areas with a daylight sensor or timers.**
- ✓ **Conceal high end office tech like Apple Macs or lock them to desks.**
- ✓ **Protect intellectual property using cloud-based storage and/or a secure server room.**

Electrical and lighting



Staying switched-on to safeguards and checks.

Best practice

- Limit the use of multi-plug electrical adapters (they're easily overloaded and can cause fire), likewise extension leads and power boards (never use if damaged).
- Replace lamps when recommended by the manufacturer.

Must haves

- ✓ **Do annual thermal imaging of electrical switchboards and associated equipment.**
- ✓ **Tag and test portable equipment.**
- ✓ **Check electrical lighting inside and out, including fluorescent lamps, and replace when needed (install LEDs if you can).**
- ✓ **Turn off high density lamps at least weekly.**
- ✓ **Ensure that printing machines are grounded and that any static electricity safeguards in the presses operate properly – static electricity is a key risk when materials like plastic roll over rotating drums.**
- ✓ **Always get an electrician to check any recurring faults or suspicious issues.**

Vehicle impacts

Prevent exterior building damage.

Must haves

- ✓ **Control the on-site movement of trucks, hoists and customer vehicles to prevent collision.**
- ✓ **Install sturdy bollards to protect areas prone to impact like loading docks, parking areas, building corners and narrow driveways.**
- ✓ **Display maximum height signage to direct unwanted traffic away from vulnerable canopies and overhangs.**

Dealing with hazardous substances

Management of ink, solvents and chemicals.

Best practice

- Make spill kits readily available to ensure spills are cleaned and removed from the site immediately.
- Store highly flammable solvent-covered rags in a steel bin with close-fitting lid
- Clean paper and fabric dust from surfaces and machinery
- Clean the interior of extraction systems positioned over printing presses

Must haves

- ✓ **Hold the correct certification for the type and quantities of hazardous substances stored.**
- ✓ **Separate non-compatible substances, limit quantities to a minimum when you can, and check if HSNO certification is required.**
- ✓ **Handle hazardous substances appropriately and safely. While you can keep small quantities in dangerous goods cabinets, larger quantities must go into a dangerous goods store or separate area in the building.**
- ✓ **Store materials away from your operating plant and equipment — including flammable inks, printing on plastic film, water-based and flammable inks/solvents, bulk quantities of feed stock paper, plastic and fabrics.**
- ✓ **Train staff on the dangers of spontaneous combustion and how to keep the workplace safe.**

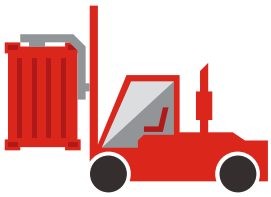
Cleaning operations

Clearing away the combustibles and other safety essentials.

Must haves

- Clear pathways and create spaces so forklifts can move around machinery and storage facilities.
- Keep fire exit doors clear.
- Clear combustibles from heating facilities and surfaces.
- Follow standard procedures (and manufacturer's instructions) when operating and cleaning plants and machinery.
- Keep external waste bins, recycle bins and skips away from the building where possible. If stored against the building framework, opt for metal waste bins with padlocked lids for after hours.

Forkhoists and goods-handling equipment



Moving with safety and what to store where.

Must haves

- Train operators of forkhoist and goods-handling equipment in the safe use of this equipment and ensure they're licensed if needed.
- Store battery chargers for forkhoists and goods-handling equipment away from the main warehouse storage area, ideally in a separate 60-minute fire rated room. The area around chargers should be clear of combustibles.
- Spare LP gas cylinders must be stored upright and chained to stop them falling over. Store them in a place where they're protected from any impact.

Get the fire risk down

Stopping fire early to prevent significant loss and damage.

Must haves

- Install a fire sprinkler system throughout (compliant to the industry standard – NZS 4541) or a monitored fire detection system equipped with smoke or heat detectors (compliant to NZS 4512).
- Have the right amount, type and size of fire extinguishers in easily accessible positions, and train staff in their use. At minimum you want several 2.1kg dry powder extinguishers and 3.5kg CO2 units near electrical cabinets and equipment. Get advice from Vero or other fire experts if you need it.
- Conduct annual maintenance on all fire extinguishers and installed hose reels, and conduct maintenance and operation per manufacturer's recommendation on printing presses with built-in fire suppression systems.

Good management controls

Common sense and business control.

Best practice

- Before leaving at the end of the day, take a look around all of the areas to see that everything's as it should be.
- Train staff, occupants, etc. to use and operate plant and equipment according to the manufacturer's guidelines.

Must haves

- ✓ Enforce lock-out controls when staff make adjustments or prep machines for printing – for example where cutting, machinery or the plant is inoperative for maintenance.
- ✓ Set up checks to ensure foreign objects like tools aren't left in machines after maintenance (and before operation).
- ✓ Do checks and maintenance on critical machinery and tools, including the calibration of heated-machinery temperature controls.
- ✓ Ensure housekeeping standards are maintained both internally and externally
- ✓ Ensure there is a robust self-inspection routine in place – a simple look around all areas to see that everything is as it should be.
- ✓ Have a proper procedure in place if fire systems – like sprinklers – are out of action for more than a few hours.
- ✓ Limit any smoking to a designated area that's free of any waste bins and equipped with proper bins for throwing away cigarette butts.

Watching out for water damage

With routine checks and a proper plan, the risks can be seriously reduced.

Best practice

- Plumb washing machine and dishwasher outlets into the wastewater pipe, not simply with the waste pipe hooked over a sink.

Must haves

- ✓ Know where the water shut off valve(s) are for the water supply. Where possible, shut off the water supply during extended shutdowns or when not needed e.g. over the summer holidays or in an unoccupied building.
- ✓ Ensure flexi-hoses are checked regularly and replaced if showing signs of damage – or every 10 years otherwise.
- ✓ Check shower enclosures for signs of deterioration, especially to the wall boards/tiling.
- ✓ Inspect plumbing, water pipes and waste lines for leaks, damage or corrosion. Check that all basins, tanks, etc have overflow facilities. Process tanks should be bunded.
- ✓ Check and clean the roof regularly. This is important before the winter season and after storms. Pay attention to membrane-style roof coverings as these have a limited life and can be affected by environmental exposures.
- ✓ Check flashings where the walls and roof meet, and also pipes and skylights where they penetrate the roof covering.

Keep business going smoothly

Managing through change and interruptions.

Must haves

- ✓ Have a third party evaluation completed of the vulnerability of your cyber-security, especially if maintaining confidential records such as a customer contact and bank account information or you connect to external providers via the internet (e.g. customers, graphic design studios).
- ✓ Back up critical data including digital records like graphic designs at least weekly and have them stored off site (e.g. cloud services).
- ✓ Install and regularly update computer antivirus protection.
- ✓ Keep important paper records in a fireproof box or cabinet.
- ✓ Make critical spare parts easily available for continued workflows of important equipment.
- ✓ Develop a business continuity plan – this could include the replacement of key plant machinery / raw materials / storage facilities, or the setting out of production contingencies.
- ✓ Use seismic strengthening on storage racking systems, containers, vessels, overhead machinery and extraction plants.
- ✓ Take stock of critical spare parts and keep them well secured.

Visit **vero.co.nz/risk-profiler** to check out our other advice sheets for more tips and in-depth information about managing risk.

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