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MEMO

TO: All staff

FROM: Sam Hooper – Senior technical officer (Webtech) WHSC member

DATE: 9th June 2007

SUBJECT: High Volume Laser Printer

It has come to the attention of the WHSC that some of the office staff are becoming increasingly stressed with using the High Volume Laser Printer. They feel the printer is unreliable, constantly jamming and producing poor quality products. Some office staff are even refusing to use this printer because it is unreliable and would rather use the slower older style printer in the back workshop.

As the Senior technical officer at Webtech, I have had follow up talks with the manufacturer who has concluded the problems occurring are a direct result of poor maintenance. After consulting the Printer Maintenance log, it is evident that staff are not familiar with correct start-up procedures for this piece of equipment.

I have attached the Printer Maintenance log for your perusal. You will need to refer to the Occupational Health and Safety subsection of the Oztechnology Occupational Policy and Procedures Manual for Start-up procedures of the High Volume Laser Printer. I would like all staff who use the printer and those whose names appear on the log sheet, to forward me a copy of these procedures along with their ideas about why this printer is not functioning to expectations.
