# Job Safety Analysis

Safety Information for the University of California, Berkeley

**UC Printing Services**  
**Operation of the Bell & Howell Inserter**

<table>
<thead>
<tr>
<th>TASK</th>
<th>HAZARDS</th>
<th>CONTROLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Set up pocket feed.</td>
<td>Pinch point at swing arm.</td>
<td>Use two-button jog to set and make adjustments in the STOP position.</td>
</tr>
<tr>
<td>2. Set up timing on chain.</td>
<td>Pinch point at moving chain.</td>
<td>Use two-button jog to set timing and make adjustments in the STOP position.</td>
</tr>
<tr>
<td>3. Set up delivery.</td>
<td>Pinch point with rollers and belts.</td>
<td>Set delivery in the STOP position.</td>
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</tbody>
</table>

**Required Training:**

**Required Personal Protective Equipment (PPE)**

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For more information about this JSA, contact the *Office of Environment, Health and Safety* at UC Berkeley, 317 University Hall #1150, Berkeley, CA 94720-1150  
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