



CREATIVE AND TECHNICAL OFFICES

Safety Guide

Office Professional

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Checklist Items

KEY BENEFITS

Innovation

Dedicated creative time produces new concepts, intellectual property, and differentiating brand assets.

Quality Design

Iterative design and testing improve product quality, usability, and customer satisfaction.

Collaboration

Cross-functional collaboration accelerates problem solving and shortens time to market.

Specialist Tools

Access to specialist tools enables accurate modelling, prototyping, and data-driven decisions.

KEY HAZARDS & CONTROL MEASURES**Laser Cutters & Engravers**

- ✓ Operator training certified
- ✓ Fire suppression in place
- ✓ Extraction systems maintained
- ✓ Approved materials list enforced

3D Printing Operations

- ✓ Ventilation for all printers
- ✓ Temperature warnings posted
- ✓ PPE for resin handling
- ✓ Safe chemical storage

Electronics & Soldering

- ✓ Fume extraction at benches
- ✓ Safe iron storage
- ✓ Lead-free solder preferred
- ✓ Handwashing facilities

Creative Workload & Deadlines

- ✓ Project planning reviews
- ✓ Wellbeing check-ins
- ✓ Resource allocation monitoring
- ✓ Overtime limits enforced



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