



Safe use of Box Cutters and Knives

Introduction

Box cutters and knives are some of the most frequently used cutting tools in the workplace. They are also a common cause of lacerations in the workplace, therefore employee training is essential to help prevent injuries. Managers/supervisors must demonstrate proper technique for the safe use of box cutters or knives, especially to new employees. Safe tools must be made available for all employees by Managers/Supervisors. Outdated or dull blades are a major cause of cut injuries. Dull tools also contribute to the damage of store merchandise.

Caution: Box cutters are like razor blades – they are extremely sharp!

General Rules

The only cutters permitted for use are those provided by the manager/supervisor. When using a box cutter ensure you have the required protective equipment available for you.

CUT RESISTANT GLOVES MUST BE WORN WHEN USING ANY BOX CUTTER OR KNIVES

Users should handle box cutters handle-first.

- Many box cutters have replacement blades inside the handle, use caution when opening a replacement blade.

Always use a sharp blade.

- You will use less pressure when cutting with a sharp blade, and the blade is less likely to slip.
- Dull blades will cause you to use more pressure increasing the likelihood that the blade will slip.
- When replacing a blade, place used blade in a sharps container and not in regular garbage.

Always angle the blade away from your body when using a box cutter. Never cut towards yourself, position yourself parallel to the cut.

- Do not use your thumb to control the cutter.
- Never use your thumb to stop a blade.

If you are cutting thick materials, like cardboard, only extend the box cutter blade far enough to cut through the thickness.

- The smaller the blade, the more control you have over the knife.
- By exposing less of the blade when cutting, you will avoid damaging product inside the box.



Only cut where the box allows.

- If there is no cutting area, cut the tape on the top of the box and remove the product before case-cutting the box.

Keep the blade covered when not in use.

- When finished, make sure the blade is covered or retracted, and stored properly with no exposed blades.
- Ensure that the blade is covered or retracted before placing the box cutter in your pocket or apron.

Never leave a box cutter on a shelf, counter or cart.

- Eliminate access to a box cutter by customers (especially children) and visitors. A knife left out in the open could be used by a customer to harm others or themselves.

If the box cutter opens very easily, ensure that you have it replaced or ensure that it is repaired before use.

- A faulty box cutter may open up in your pocket or apron and cause a laceration.

Safe Knife storage.

- Knives must be stored properly when not in use, do not leave them lying on a table for others to come in contact with.



TRAINING/HAZARD AWARENESS: EMPLOYEE SIGN-OFF

I _____, recognize that signing this sheet indicates that the following training pertaining to my job tasks have been reviewed with me:

Employee Position: _____

Sections Reviewed

1. Employee is aware of Hazards associated with the job and specific training required.

I _____, received a review of the equipment or tasks appropriate to my positions/duties for Saskatoon Co-op.

I have reviewed the safe operation of _____ on _____
Equipment Date

I have been shown the safe operation of _____ on _____
Equipment Date

I have demonstrated safe operation of _____ on _____
Equipment Date

I have received gloves and a box cutter or a knife on _____
Date

Employee Signature: _____

Supervisor/Manager Name: _____

Supervisor/Manager Signature: _____

Date Reviewed/Trained: _____

*This form is to remain in the employee's file