



## BOX CUTTER SAFETY TIPS

Be Prepared	Work Safe	Finish Right
<ul style="list-style-type: none"> <li>✓ Ensure you have been trained in the use of the cutter</li> <li>✓ Obtain the proper cutter for the job</li> <li>✓ Inspect the cutter to ensure no obvious defects: damaged blade, blade shield or retracting mechanism</li> <li>✓ Replace the blade if is dull</li> <li>✓ Dispose of old dull blade safely</li> <li>✓ Use appropriate personal protective equipment (PPE):                             <ul style="list-style-type: none"> <li>- Cut-resistant gloves</li> <li>- Non-slip safety shoes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>✓ Clean any oil or other slippery residue off the cutter</li> <li>✓ Set blade to the correct depth for the work</li> <li>✓ Only expose as much of the blade as necessary</li> <li>✓ Only use the cutter for its' intended purpose</li> <li>✓ Cut away from the body</li> <li>✓ Cut with smooth precise motion</li> <li>✓ Keep body parts out of the cutting path</li> <li>✓ Keep stationary hand clear of cutting path</li> <li>✓ Make several passes instead of one deep pass</li> <li>✓ Do not defeat any safeguarding system</li> <li>✓ Retract the blade when cut is complete</li> </ul>	<ul style="list-style-type: none"> <li>✓ Clean the floor and work area around the cutting area</li> <li>✓ Defective box cutters must be tagged and removed from service</li> <li>✓ Clean and put away PPE</li> <li>✓ Let your supervisor know of any safety concerns and damage to the cutter</li> </ul>



**Speak up!**

If you see a hazard, let a supervisor know. Everyone plays a role in your safety and health.

## HOW TO USE SAFETY CHECKS FOR WORKERS

Safety checks provide information for workers on how to work safely with specific hazards. Safety Check information can be used in orientation training, tailgate talks or even in one-one coaching. Use the following tips to help you communicate this information in your workplace:

- Use language that is consistent with the workplace
- Consider the work you do and specific examples of how these hazards can result in injury or illness
- Explain how the safe work practices will help prevent injury and illness
- Wherever possible, use the actual tools, equipment, materials and PPE to demonstrate proper use
- Ask specific questions during your talk to check understanding
- Keep a record of each talk that you deliver (see the form below)
- Post a copy of the Safety Check for workers to reference



### OWNERS AND SUPERVISORS

Have you taken reasonable measures to control this hazard using the hierarchy of controls?

- Providing **well-engineered, ergonomic** box cutters
- **Implementing policies and procedures** for proper use and maintenance
- **Inspecting and repairing** equipment regularly
- **Training** staff
- **Implementing and enforcing** PPE program

Date: \_\_\_\_\_ Topic: \_\_\_\_\_

Safety Check Session Leader: \_\_\_\_\_

Learner Name (Please print)	Signature

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