

# Working Safely With Sharp Blades Or Edges In The Office

Revised Oct 2023



Utility Knives



X-Acto Knives



Paper Cutters



Tape Dispensers

## WEAR (If Applicable)\*:

- Safety glasses (CSA or ANSI-certified) to protect your eyes in case the blade breaks.
- Cut or puncture-resistant gloves (e.g., box cutter gloves) to prevent injury (e.g., from utility knife, sharp wires).

## INSPECT:

- The tool for defects before and after use.
- The blade to ensure it is sharp and properly positioned in the handle. Follow manufacturer's instructions for changing blades.

## WHEN USING TOOL:

- Choose tools that have safety handles. Hold tool by the handle and with your dominant hand.
- Do not apply excessive pressure on the blade or rush during cutting.
- Retract blade fully or place guard back in place after use.
- Rest material to be cut on a stable surface. Use a cutting board and/or slip-resistant matting to prevent sliding. Ensure material is properly secured before cutting.
- Cut away from your body. Keep extremities and body out of cutting path. Work in a well-lit space.
- For any replacement parts (e.g., blades), ensure they are sealed in a hard container or original packaging. Dispose of dull/broken blades in a puncture-resistant container.
- Consider tools with a self-retracting mechanism, shielded blade, or rounded tip blade to reduce the risk of injury.
- Do not pass or throw a tool to someone else. Place tool on the counter and allow other person to pick it up.



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\*Contact **EHS** for a risk assessment if you need help determining the appropriate personal protective equipment to wear.