There are several types of paper cutters used in offices at the University that could result in injury such as lacerations.

Please review this safety information sheet prior to using a paper cutter.

**GENERAL SAFETY TIPS**

**BEFORE (CUTTING)**

- Check the paper cutter for damage (i.e., broken guard, latch, spring, loose parts).
- Place paper cutter on stable, flat surface.
- Place blade guard into position.
- Keep loose items of clothing, jewelry, hair away from the blade.
- Only cut the maximum allowable capacity of paper (do not overload).
- Ensure lighting is adequate.

**DURING (CUTTING)**

- Keep your fingers behind the guard.
- Focus and cut slowly (i.e., bring blade down methodically).

**AFTER (CUTTING)**

- Make sure that blade is fully down, and latch is secured before putting paper cutter away in designated spot.
- Clean area around paper cutter (i.e., loose papers).

**TYPICAL PAPER CUTTER SAFETY FEATURES**

- Tension Spring
- Ergonomic Handle
- Non-Slip Base
- Blade Guard
- Blade Lock and Blade Latch

**INCIDENT REPORTING**

All injuries should be immediately reported to your supervisor and an incident report submitted via:

[https://ehs.utoronto.ca/report-an-incident/](https://ehs.utoronto.ca/report-an-incident/)