

Working Safely with Paper Cutters

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



Figure 1: Guillotine paper cutters

INCIDENT REPORTING

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

<https://ehs.utoronto.ca/report-an-incident/>



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