

Utility Knife

Potential Injuries & Hazards

	Pinch points
✓	Cuts
✓	Lacerations
	Eye injury
	Respiratory hazards
✓	Amputation
	Slip, trip or falls
	Explosion
	Electric shock
	Fire
	Other:



Note: This task may expose workers to musculoskeletal injury (MSI) risks. Signs and symptoms include pain, burning, numbness, tingling, swelling, stiffness, and/or loss of movement or strength in a body part. Report these to your supervisor immediately.

This task may only be performed by trained and authorized personnel.

Personal Protective Equipment (PPE) required

										
Safety Glasses	CSA Safety Boots	Hearing Protection	Face Shield	CSA Respirator	Cut Resistant Gloves	Nitrile Gloves	Fire Resistant Gloves	Electrical Gloves	Hard Hat / Bump Cap	Fall Protection
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Inspect your PPE before use. Report any damage to your supervisor immediately. Take care of your PPE: clean, maintain and store it properly.

Education and Training Prerequisites eg. Instructions or other SOP's

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Utility Knife

1. INSPECT YOUR KNIFE BEFORE USE

Check the blade. A dull blade is an unsafe blade. A dull blade requires more force to make a cut, which could lead to tool slippage.

Check for damage, excessive wear and ease of operation. Make certain all moving parts are free from debris and that the tool is clean.

2. EXTEND BLADE PROPERLY, USE ONE BLADE SEGMENT AT A TIME.

Never extend the blade to a point where the blade segment line is past the end of the stainless steel channel. It is important to only use one segment at a time.



3. DON'T TRY TO CUT TOO MUCH

Remember the limitations of your tool. **Don't** try to cut through things that are too thick for the blade, and remember that it's often safer to make several passes over a cutting line than it is to try to cut through the material in one go.

Use the Cutter as a Cutter!

Many injuries occur when the cutters and knives are used for purposes other than those for which the product was designed. NEVER use a cutter for any purpose other than cutting.

4. ALWAYS CUT AWAY FROM YOURSELF AND OTHERS

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5. SNAP OFF DULL SEGMENTS PROPERLY

If you must remove a blade segment of a knife, and it does not have a blade removal tool, you must extend the blade to its break line or just past. Use pliers to apply pressure to the blade until the tip breaks off.



6. STORE THE KNIFE PROPERLY

Always store the knife with the blade withdrawn into the handle before pocketing it or dropping it into your toolbox.



Report to your Supervisor any condition of the operation or tool you consider unsafe.

Reference Material:

Doc#10197 - Tool/Equipment Use and Inspection

Doc#10107 - Safety Policy

Doc#10541 - Workplace Safety and Health

Doc#10210 - Personal Protective Equipment (PPE)

Rev#	Reason for change:	Revised by:	Date:	Re Training Required
00	New SOP	Initial Release	August 3, 2017	N/A



Standard Operating Procedure

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Approved by: A. Kawalec

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