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| **Handling the X-ACTO Knife** | 1. Walking around the room or building with an X-ACTO Knife.               | 1. Lacerations/pinching.    | • Always make sure the blade is covered/capped before walking around with the tool.  
• Do not throw the tool at or to other co-workers.  
• Use caution and pay attention to your surroundings. |
| **Checking the Blade**       | 1. General maintenance & upkeep.                                          | 1. Lacerations/pinching.    | • Cut resistant gloves may be worn.  
• Avoid running your finger/hand along the blade to make sure it is sharp.  
  ○ A visual inspection will be adequate. |
| **Cutting Materials**        | 1. Cutting out designs. Cutting through paper, architectural design boards (varying thicknesses), or poster board. | 1. Lacerations/pinching.    | • Cut resistant gloves may be worn.  
• Check the blade to make sure it is secure.  
• Be aware of others in the work area.  
• Do not cut towards your body.  
• Do not place your free hand in the area or in the direction that you will be cutting. |
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| Cutting Materials (Cont’d.)   | 1. Cutting out designs. Cutting through paper, architectural design boards (varying thicknesses), or poster board. | 1. Lacerations/pinching.| • Use caution and focus on the task that you are working on.  
  ○ Avoid distractions.  
  • Pay attention to any slips or erratic movements the blade may make.  
  ○ You may be working on an unstable surface, or the tool may need maintenance.  
  • **TAKE BREAKS AS NEEDED** if you are working on a task that involves cutting materials for an extended period of time. |
| Alternative Cutting Methods/Tools | 1. Other cutting tools that are designed to be a safer alternative can be used in the place of the X-ACTO Knife. (Training is still required for these tools as specified in the Training section below.) |                         | Links:  
  **Martor USA: The laceration reduction experts.**  
  **The Safety Knife Company.** |
| Training                      | Employees must have hands on training in the proper use of the basic box cutter and/or a cutting tool that has safety features. | Supervisor is to fill out the ‘Supervisor Led Training Form’ and turn in the form to UNC-CH Environment, Health and Safety for documentation of proper training. |
| Created By                    | Joseph Sutton, UNC-CH EHS Safety Officer                                  |                         | For more information about this JSA and other JSAs, contact:  
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  (919) 962-5507  
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  [THE UNIVERSITY OF NORTH CAROLINA AT CHAPEL HILL](#) |