# Job Safety Analysis

## X-ACTO Knife

<table>
<thead>
<tr>
<th>Title</th>
<th>Work Task</th>
<th>Hazards</th>
<th>Controls</th>
</tr>
</thead>
</table>
| 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        | 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. |
| (Cont’d.)                |                                                                           |                          |                                                                          |
| Alternative Cutting      | 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. |
| Methods/Tools            |                                                                           |                          |                                                                          |
| 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                                  |                          |                                                                          |
| Referenced Material      |                                                                           |                          |                                                                          |
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