



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL


# Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

## Box Cutter



Title	Work Task	Hazards	Controls
Handling the Box Cutter	1. Walking around the room or building with a box cutter.	1. Lacerations/pinching.	<ul style="list-style-type: none"> <li>• Always make sure the blade is retracted (not exposed) before walking around with the tool.</li> <li>• Do not throw the tool at or to other co-workers.</li> <li>• Use caution and pay attention to your surroundings.</li> </ul>
Checking the Blade	1. General maintenance & upkeep.	1. Lacerations/pinching.	<ul style="list-style-type: none"> <li>• Cut resistant gloves may be worn.</li> <li>• Avoid running your finger/hand along the blade to make sure it is sharp.               <ul style="list-style-type: none"> <li>○ A visual inspection will be adequate.</li> </ul> </li> </ul>
Opening Packages	1. Cutting through tape/cardboard.	1. Lacerations/pinching.	<ul style="list-style-type: none"> <li>• Cut resistant gloves may be worn.</li> <li>• Check the blade to make sure it is secure.</li> <li>• Be aware of others in the work area.</li> <li>• Do not cut towards your body.</li> <li>• Do not place your free hand in the area or in the direction that you will be cutting.</li> </ul>

Title	Work Task	Hazards	Controls
Opening Packages (Cont'd.)	1. Cutting through tape/cardboard.	1. Lacerations/pinching.	<ul style="list-style-type: none"> <li>• Use caution and focus on the task that you are working on. <ul style="list-style-type: none"> <li>○ Avoid distractions.</li> </ul> </li> <li>• Pay attention to any slips or erratic movements the blade may make. <ul style="list-style-type: none"> <li>○ You may be working on an unstable surface, or the tool may need maintenance.</li> </ul> </li> <li>• TAKE BREAKS AS NEEDED if you are working on a task that involves cutting materials for an extended period of time.</li> </ul>
Alternative Cutting Methods/Tools	1. Other cutting tools that are designed to be a safer alternative can be used in the place of the 'basic' box cutter. (Training is still required as specified in the Training section below.)		Links: <a href="#">Martor USA: The laceration reduction experts.</a>  <a href="#">The Safety Knife Company.</a>
<b>Training</b>	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.	
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<b>Referenced Material</b>			
<b>Contact Info</b>	For more information about this JSA and other JSAs, contact: <i>UNC-CH Department of Environment, Health and Safety</i> 1120 Estes Drive Extension, Chapel Hill NC 27599 CB# 1650 (919) 962-5507 ● <a href="http://ehs.unc.edu">http://ehs.unc.edu</a>		 <b>THE UNIVERSITY of NORTH CAROLINA at CHAPEL HILL</b>