## Job Safety Analysis

### Box Cutter

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| Handling the Box Cutter | 1. Walking around the room or building with a box cutter. | 1. Lacerations/pinching. | - Always make sure the blade is retracted (not exposed) before walking around with the tool.  
- Do not throw the tool at or to other coworkers.  
- 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.  
  o A visual inspection will be adequate. |
| Opening Packages     | 1. Cutting through tape/cardboard.     | 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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| Opening Packages       | 1. Cutting through tape/cardboard.                                        | 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    | 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:**  
  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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