



THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL


Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

X-ACTO Knife



Title	Work Task	Hazards	Controls
Handling the X-ACTO Knife	1. Walking around the room or building with an X-ACTO Knife.	1. Lacerations/pinching.	<ul style="list-style-type: none"> • 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.	<ul style="list-style-type: none"> • Cut resistant gloves may be worn. • Avoid running your finger/hand along the blade to make sure it is sharp. <ul style="list-style-type: none"> ○ 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.	<ul style="list-style-type: none"> • 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.

Title	Work Task	Hazards	Controls
Cutting Materials (Cont'd.)	1. Cutting out designs. Cutting through paper, architectural design boards (varying thicknesses), or poster board.	1. Lacerations/pinching.	<ul style="list-style-type: none"> • Use caution and focus on the task that you are working on. <ul style="list-style-type: none"> ○ Avoid distractions. • Pay attention to any slips or erratic movements the blade may make. <ul style="list-style-type: none"> ○ 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.	
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Referenced Material			
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