



Job Safety Analysis

Safety Information for The University of North Carolina at Chapel Hill

JOB SAFETY ANALYSIS TOPIC:

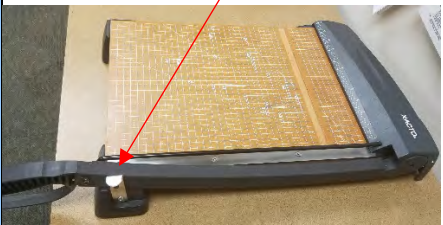
Heavy Duty Wood Guillotine Paper Cutter



Title	Work Task	Hazards	Controls
Preplan the work	Inspect the paper cutter for safety issues. Gather supplies to be cut. Plan cutting task size, angles and cut style.	Improper paper size or loads Improper equipment inspection	Know the size of the job and the cutting capacity of the paper cutter. Cutting too many will dull the blade.
Before the job	Make sure the easy grip handle and cutting blade are working properly. Count how many sheets of paper you want to cut. Make sure the cutter can handle them all. Remove the safety blade latch.	Hand/Finger Injury Lacerations	A dull blade creates rough uneven edges. Separate large piles into smaller piles when needed. Never remove or adjust paper cutters safety features, this could cause injuries.

<p>Use of the guillotine paper cutter</p>	<p>Place the paper/stack of papers on the paper cutter base.</p> <p>Use the cutting guide or measuring grid to ensure cut is accurate.</p> <p>Begin to cut by bringing the blade down slowly and carefully.</p>	<p>Hand/Finger Injury</p> <p>Lacerations</p>	<p>Make sure your fingers do not go beyond the safety bar when holding the paper.</p> <p>Keep your hands away from the blade to prevent getting cut.</p> <p>Do a test cut before starting a job to make sure cut is correct.</p>
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<p>Completion and clean up after using guillotine paper cutter</p>	<p>Remove paper from machine base and clean up surrounding areas.</p> <p>Safely engage blade latch, to prevent blade from going up or down when not in use.</p> 	<p>Improper Storage of Equipment/</p>	<p>Make sure materials are stored properly.</p> <p>Place paper scraps in the recycle bin or trash.</p>
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<p>Training</p>	<p>Employees must have hands on training in the proper use of this piece of equipment.</p>	<p>Supervisor is to fill out the UNC-CH Supervisor Led Training Form' and turn in to Environment, Health and Safety for documentation of proper training</p>
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<p>Created By</p>	<p>Neah Tucker, Workplace Safety Officer</p>
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Contact Info

For more information about this JSA and other JSAs, contact:

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