



Utility Knife

Developed by:	Approved by:	Date created:	Last revision:
Jason M. Moffatt	G. Kaluzniak	January , 2016	December 1, 2022
Possible Hazards Present	Personal Protection Required	Additional Training	
<ul style="list-style-type: none"> - Other Workers - Lacerations 	<ul style="list-style-type: none"> - Safety Glasses - Hard Hat - Steel Toed Boots - Gloves 	<ul style="list-style-type: none"> - PPE 	
<p>1.Pre-operation selection and inspection:</p> <ul style="list-style-type: none"> - Wear appropriate personal protective equipment. - Select a knife with the proper shape and size for the cutting job. - Inspect the knife for damage prior to each use. - Ensure the tip of the blade is sharp. If it is dull then expose the blade to the next hatch mark. Grip the exposed blade with a pair of pliers and break the blade off. - Ensure the blade is securely fastened and seated properly. - Ensure the blade access door and handle are not loose. - Ensure the blade is in good condition; no nicks, cracks rust etc. <p>2.Operation:</p> <ul style="list-style-type: none"> -Place the item you plan to cut on a flat, stable surface. Be sure the object will not slip or wobble. -Ensure that other people are a safe distance away. -Only extend the blade the required length for the cutting job. -Stabilize the item you are cutting with your non-cutting hand. Make a mental note of the line you are going to cut before you start cutting. Ensure your hand and body are away from the cutting line. -Firmly hold the knife in your hand with your fingers wrapped around the casing. Position your index finger onto the top side of the casing to help guide the blade and allow you to better control the depth of the cut. -Place the tip of the blade in position on the surface to be cut. -Run the sharp edge of the blade along the area you want to cut. Pull the blade to either side of you and not directly towards you. A pulling motion will give you more power and control over the knife. -Caution should be taken not to damage the contents of a box , container or material you are cutting. -If you are cutting thick or hard material then use several shallow cuts instead of one deep one. A number of light passes will reduce the chance of a slip or jump. -If you are using a straight edge to direct the cut then make sure it is clamped to the material. If it is not practical to clamp the straight edge then place your hand well clear 			



of the cut line. A thick straight edge will keep the blade from "jumping the track" as you cut.

-When you are finished cutting, retract the blade into the housing.

-Store the utility knife in a safe location away from children.

Documentation/Legislation

Workplace Safety and Health Regulation,
M.R. 217/2006

16 Machines, tools, and robots.

2.1. Safe Work Procedures

6.1 Personal Protective Equipment

This Safe Work Procedure will be reviewed anytime the task, equipment or materials change and at a minimum every three years.