

Job Hazard Analysis

JOB TITLE: Paper Cutter, Scissor Style

DATE OF ANALYSIS: 8/24/12

JOB LOCATION: Office Cubicles

TASK/PROCEDURE	HAZARD	SAFE PROCEDURE
The scissor style paper cutter is designed to cut multiple sheets at once while giving a straight, precision cut. Unlock the cutter handle, place paper unto the flat cutter deck, lift cutter handle, move paper into place, pull cutter handle down.	Severe cuts and lacerations from contact with cutter blade Pinching and possible amputation of fingers and joints Entanglement of loose clothing, jewelry and other items placed too close to the cutter blade during use	Inspect for safe operation before use Do not use if the wire finger guard is damaged or missing Do not use if the cutter blade is loose or damaged Do not overload by forcing too much paper under the finger bar Ensure the cutter is located on a firm, level surface Keep hands, fingers, loose jewelry a safe distance from the cutter blade during use Read and understand the manufacturer's instructions for safe use. Only those who have received proper training should attempt to service or repair the cutter