


<b><i>HEALTH AND SAFETY MANUAL</i></b>	
Title: Knife Policy	
Approved by: Greg Savoy	Rev. 6/1/10

1 Purpose/Scope:

The use of knives on our projects is generally not recommended and is discouraged. However, we realize in some cases a proper knife may be the appropriate tool for the job. This policy contains specifications for the safe use of knives.

All facilities shall follow the guidelines set forth by this policy.

2 Responsibilities:

2.1 Responsibilities:

2.1.1 Management and Supervisors:

- Ensure all personnel are aware of and understand this policy

2.1.2 Employees:

- Continuously evaluate whether another tool can be used instead of a knife (see EXHIBIT A).

3 Requirements:

3.1 All knives should be high quality, durable, heavy duty and have a locking blade.

3.2 Utility knives must have a single sided blade and be able to retract when not in use.

3.3 The best choice is an automatic self-retracting knife..

3.4 Before a knife can be used for any operation it **must first be included in the Job Hazard Analysis.**

4 References: None

5 Exhibits: EXHIBIT A - Allowable Knife Types/Suggested Glove Types

# EXHIBIT A

## Allowable Knife Types



The preferred type is a self retracting blade utility knife.



Utility knives must be able to retract.



Pocket knives or multi-tool knives must have a locking blade and be stored where the blade cannot be accidentally engaged.

## Suggested Glove Types



Dyneema Cut Resistant Glove Example



Kevlar Cut Resistant Glove and Sleeve Examples

## Better Tools for Cutting



Pencil Sharpeners



Wire Stripper



Chamfer Cutter



Plastic – Visqueen Cutter



PVC Cutter