






LOCATION OF WORK:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
School: Westdale Subject: Graphic Arts	Lorie Carriere Allan Zarorozny	Principal S&H Committee	Sept. 15, 2015	Dec. 22, 2017

PERSONAL PROTECTION EQUIPMENT (PPE)	
 Safety glasses or face shield must be worn at all times in work areas.	 Long and loose hair must be tied back
 Appropriate footwear must be worn. Shoes must be fully enclosed. No open-toed shoes.	 Heat resistant gloves must be worn.
 Rings and jewelry (long necklaces/bracelets, etc.) must not be worn.	

HAZARDS PRESENT	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> Cuts Punctures Flying debris, broken blade 	<ul style="list-style-type: none"> Equipment orientation Read and understand general safety procedures Instruction supervision is required Use specified material only

SAFE WORK PROCEDURE

DO NOT use this machine unless a teacher has instructed you on its safe use and operation, has given permission, and supervision is present.

X-acto knives are among the most useful tools available for detailed cutting. The most common form of this tool is the pen-shaped knife shown on the right. It comes with a replaceable blade that is pointed and extremely sharp. It is this design that makes it so useful, but also so potentially dangerous. This safe work procedure outlines the proper use and handling of x-acto knives for optimum safety.



PRE-USE INSTRUCTIONS:

1. Dull, chipped or broken blades require more force to perform the cutting operation safely, and they may slip from the working surface. Change them regularly, or if you notice that it takes more effort to cut.
2. If the collar does not easily open to allow removal of the old blade, lubricate it with penetrating oil, wait about 30 minutes, and try again. If it remains stuck, pad the collar and gently apply force with a pair of pliers. Once the collar is free, carefully remove the old blade (again, be sure to wear gloves when performing this task), slide the new blade into position and tighten the collar. Wipe off any remaining oil so that the knife will not slip in your hands.

3. Test the collar to be sure that the blade is secure.
4. Dispose of old blades by placing them in a sharps container. Never throw them into the trash. Be sure to empty the sharps container regularly to prevent overflow.

PROCEDURE:

1. Don safety glasses and protective gloves (metal mesh or heavy leather).

Danger: Not only can a piece of cut material enter the eye, but the blades are also brittle and can break under stress. A broken piece of blade ejected toward the eyes moves faster than you can react, and safety glasses will prevent serious eye injuries.

2. Use a cutting board or mat placed on a stable surface. If possible, secure the material in a clamp before cutting. Otherwise, grip the material behind the cutting blade.
3. Grip the handle of the knife with all four fingers and place your thumb on the collar. ALWAYS cut away from your body, and be sure others are not in the path if the knife should slip.

Danger: never cut toward the fingers or towards the hand that is holding the material.

4. To slice strips of material, grip the handle of the knife with three fingers and place the index finger on the collar. Slice the material by drawing the blade back diagonally while applying pressure with the index finger.
5. To chop material, use firm, even pressure or rock the blade as you push it downward.
6. Use the same gripping technique when cutting paper, cloth, leather or similar flat sheets of material.

STORAGE AND TRANSPORT OF THE KNIFE:

1. Always store and transport an x-acto knife with a protective cap in place. If a cap is not available, place it in a container that will not leave the blade exposed.
2. Be sure to label the container so others are aware that the knife is inside.
3. Never carry an open x-acto knife in your pocket or place it in a drawer.

If an emergency situation occurs while conducting this task or there is an equipment malfunction, stop working and REPORT ANY HAZARDOUS SITUATIONS TO YOUR SUPERVISOR OR TEACHER IMMEDIATELY.

REGULATORY REQUIREMENTS

- MB. Regulations 217/2006,
 - Part 2, Section 2.1 Safe Work Procedures
 - Part 6, Section 6.1 PPE
 - Part 16, Sections 16.1 – 16.18, Machine & Tool Safety
- WS&H Act W210, Section 4, 5, 7, 7.1
- Operators Manual

All procedures obtained from operator manuals or other samples must be thoroughly reviewed to ensure they are accurate for your workplace, equipment and your job or task!