BOX CUTTER KNIFE POLICY

**PURPOSE**

The purpose of this procedure is to ensure all Employees understand and recognize the dangers and risks involved with using knives and the measures used to prevent injury caused by the improper use of knives in the workplace.

**SCOPE**

Employers have a duty under section 25(2)(h) of the Occupational Health and Safety Act to take every precaution reasonable in the circumstances for the protection of a worker.

This procedure applies to all Employees and Contractors.

**DEFINITIONS**

N/A – No terms require further explanations.

**STANDARDS / PROCEDURES**

This procedure requires the full cooperation of management, Worker Health and Safety Representative(s) / Joint Health and Safety Committee, and workers.

In order to monitor the effectiveness of this procedure, management in cooperation with the Worker Health and Safety Representative(s) / Joint Health and Safety Committee will perform an annual review. The knife safety procedure will be evaluated, improvements will be made, and acknowledgement will be given to those who make significant contributions to its success.

Safe handling guidelines:

* Never touch knife blades;
* Use a knife only for its intended purpose; use the appropriate knife for the cutting job;
* When interrupted, stop cutting and place knife down on a flat and secured surface;
* Never place knives near the edge of a working surface;
* Let a falling knife fall. Step back, warn others. Do not try to catch the knife;
* Carry knives with the cutting edge angled slightly away from your body;
* To hand a knife to someone else, place it down on a flat surface and let the other person pick it up; and,
* Store knives properly in a safe place.

**ROLES / RESPONSIBILITIES**

**Supervisor:**

* Monitor and evaluate the use of knives and provide corrective action when knives are used unsafely;
* Provide compliments and acknowledgement when Workers work safely with knives;
* Ensure Workers are using the proper knives for the job; and,
* Provide the proper tools for the job.

**Worker:**

* Follow this procedure to ensure the safe handling of knives at all times;
* Encourage Co-Workers to follow this procedure at all times;
* Report to Supervisor any contraventions of this procedure; and,
* Provide feedback to Supervisors on possible means to improve this procedure and increase safety.

**COMMUNICATION**

This procedure is communicated to all Supervisors and Workers through:

* Orientation; and,
* Postings / meetings as deemed necessary by management.

**TRAINING**

Training on this procedure will be done annually for Employees whose work may at any time include the use of a box cutter knife.

**EVALUATION / REVIEW**

Worker compliance with this procedure is monitored regularly. The procedure will be reviewed annually for its effectiveness by Management in cooperation with the Worker Health and Safety Representative(s) / Joint Health and Safety Committee.