



CORPORATE HEALTH & SAFETY STANDARD

Cutting Tools

1 Purpose

The usage of fixed blade knives or other cutting tools with fixed and unprotected blades can cause serious injuries. This standard is to ensure that the risk of hurting oneself or others while using cutting tools is reduced to a minimum.

2 Scope

This standard covers all work operations that could generally be performed with fixed blade knives or other cutting tools with unprotected blades. It does not cover the use of other cutting tools like tongs, scissors, etc. though these might be in this standard as a substitution for the usage of fixed blade knives. The usage of tongs and scissors is generally allowed. Kitchen and canteen are excluded from this standard.

Please note: In case of emergency any cutting tool can be used that is appropriate to save yourself or others from a dangerous situation.

3 Requirements

3.1 Introduction and general safety Instructions

- Whenever possible, use a safer tool instead of a knife.
- Whenever possible use a cutting tool listed in No. 3.2 or No. 3.3 of this standard.
- Only use cutting tools with sharp and undamaged blades.
- Hold the material that is been cut so that it does not wiggle, slip or tip over.
- **Do not lead the blade to the holding hand or towards your body and always wear cut-resistant gloves.**
- Hold plastic straps by hand so that they do not suddenly speed away.
- If blades can be changed manually, do it carefully and according to the manufacturer's instructions. Always check if the blade you are using has no defects or damage.
- Do not throw replaced blades into the paper waste. For example, wide-neck cans are suitable for collecting replaced cutter blades.
- Do not modify blades in any way.
- Knives must not be carried in pockets. To safely transport a knife always use a holster or a tool box.

3.2 Office Areas

The use of knives with a fixed sharp blade in office areas is strictly forbidden. Standard cutting tools for offices are:

- Rotary Cutter
- Scissors
- Safety Knife with retractable blade (protective gloves required)



3.3 Production areas, mills and mines

The use of fixed blade knives is generally prohibited. Wherever possible safety knives with guarded blades or with automatically retracting blades must be used.

Below you find an overview of cutting tools allowed in production areas. If the task you need to perform is not covered within this standard please consult your local safety experts.

3.3.1 Safety knives for standard operations

Whenever you perform cutting or slitting of standard materials a safety knife with automatically retracting blade or with a guarded blade must be used.

Material	Safety Knife
Paper (e.g. paper bags, interleaving paper)	<ul style="list-style-type: none"> • Martor Secupro 625 • Martor / Foranra Opticut 437/436 • OLFA SK-8
Foil (e.g. packaging foil)	
Cardboard (e.g. boxes)	
Tape	
Cord	
Fabric (e.g. hotwork blankets)	
Felt	

3.3.2 Cutting tools for electrical works

Below you find a list of tools that cover most cable types and sizes used within Outokumpu. Dismantling of cables must not be performed with a knife*.

Knipex Ergo Strip



Jokari System 4-70



KnipexCable Striper 16 40 150



Siemens Profibus FCS



Knipex Stripping 12 40 200



Weidmüller Stripex Plus 729493



Knipex Scissor 95 05 190



Skaltang Skalmaster 10 252



* Exceptions:

For cables that cannot be dismantled with the tools listed above because of

- Hardness of the material
- Thickness of the material
- Shape (not round)
- Position of the cable

a cable knife can be used under the conditions described in section 3.4.

3.3.3 Strapping band

Material	Cutting Tool
Metal	<ul style="list-style-type: none"> • Signode scissors 
Plastic	<ul style="list-style-type: none"> • Signode scissors or side cutter  

3.3.4 Removal of sticker, sealings or sticky residues

- Stahlwille – 12718



- BAHCO – 665



- Stahlwille 10672 – 20



- BAHCO – 2633



3.3.5 Deburring of cutting edges

- BAHCO – 318-38 / 318-54



- BAHCO – 316-2



- BAHCO – 316-1





3.3.6 Cutting of plastic pipes or hoses

- KNIPEX – 902540 (Spare parts: 902940)



- KNIPEX – 9020185 (Spare parts: 9029185)



Please note: Internal material codes are only available in the country specific versions

3.4 Allowing exception from the tools in the standard

In case a task, to be performed properly, needs a cutting tool not listed in the standard, the cutting tool can be used as an exception to above rules if the following conditions are fulfilled:

1. The task has been evaluated regarding the absolute necessity to use a different cutting tool and its efficiency also considering upstream and downstream process steps by a team consisting of
 - a. Two employees who are deemed to perform the process
 - b. The line manager of these employees
 - c. A process specialist
 - d. Safety representative

The goal of that evaluation is to either find a possibility to use an already implemented cutting tool or to replace the whole process with one which does not need cutting tools at all. The outcome of that evaluation must be put in writing.

2. The process has been thoroughly risk assessed by above team. The outcome of the risk assessment shall be put in writing.
3. The process is covered by a detailed SOP which considers the outcome of both above evaluation and risk assessment and describes
 - a. The cutting tool that must be used
 - b. The position the cutting tool is held in
 - c. The position of the user of the cutting tool in relation to the material being cut.
 - d. All movements that are performed with the cutting tool and the material
 - e. All controls that must be in place
4. There must be a process in place which ensures that fixed blade knives are handled in a safe way and are only used in processes where no safer tool is available.
- 5.
6. Each time an approved excepted tool is used, the decision has to be made by leadership personnel and needs to be reported to the safety department. The level of management control is defined by each site.
- 7.
8. All exceptions need to be documented at each site (e.g. log). Site documentation is regularly shared within the European safety network.

3.5 Implementation of new cutting tools

The standard is regularly reviewed by the European safety network. The network can decide if new tools should be added to the standard.

4 Definitions

5 Responsibilities

	TASK	Site Manager	Site H&S Manager	Local Line Manager	User of cutting tool
1	General adherence to standard	A	C	R	R
2	Purchase & provide only safe tools according to standard	A	C	R	I

RACI = Responsible, accountable, consulted and Informed

Responsible

- Person(s) that ensures that tasks defined by the standard are completed

Accountable

- Person that will be held to account for performance
- Only one person allowed;

Consulted

- Person(s) who need to be consulted as part of the standard, e.g.:
 - H&S Professional for regulatory knowledge
 - Engineer for technical knowledge of engineering controls.

Informed

- Person(s) who need to be informed as part of the standard.

DOCUMENT IDENTIFICATION

Role	Name	Position	Date
Document approval	Alastair McCubbin	VP, EHS	02.05.2019
Document owner	Sascha Kaletta	HoS Germany	13.12.2018

DOCUMENT HISTORY

Index	Document action	Name	Date
1	First approval	Alastair McCubbin	13.12.2018
2	Reviewed and modified	Sascha Kaletta	01.02.2019
3	Reviewed and modified	Sascha Kaletta	02.05.2019



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APPENDICES