

Document Health & Safety Policy	Published 8/01/2015	Valid for Escanaba Mill
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Alternative Cutting Tool Policy

Purpose

The purpose of this policy is to provide minimum requirements to prevent lacerations to team members from the use of knives. Performing cutting tasks presents a high risk of injury which requires safe techniques, safe cutting tools, and proper cut resistant gloves in order to help control exposure to a cut hazard. This policy will address the types of cutting tools and gloves that will be required for job duties.

Extent

This policy establishes minimum expectations of members, visitors, vendors, and contractors working at the Escanaba Mill with respect to the handling of cutting tools that could potentially result in a laceration.

Execution

1. All fixed blade and folding knives are not authorized within any areas of the mill. They must be removed and replaced with authorized cutting tools complying with the safety level criteria in part 3.
2. Multi-tools such as a Leatherman are not to be used within any areas of the mill.
3. The hierarchy of hazard control when cutting tools are required to perform any cutting tasks shall comply with the following principles:
 - a. **Level 1** - Prioritize the use of bladeless safety cutters or engineered solutions (ex: unreeling spool system, plastic or wood plow, scissors, plastic knife, etc). If not possible;
 - b. **Level 2** - Prioritize the use of concealed blade manual or powered safety cutters. If not possible;
 - c. **Level 3** - Use of self-retractable spring loaded utility knives which allow the user to make a cut without holding down the blade extension lever or button, so that the blade automatically retracts when the tension on the extended blade is released. If not possible;
 - d. **Level 4** - Use self-retractable spring loaded utility knives allowing the blade to snap back when the manual holding mechanism on the extended blade is released by the user.
4. Exception management of using a fixed blade
 - a. Area Manager of the mill in question must ensure that a JHA/JSA has been developed when an exception is required.

Occupational Safety & Health

1. When exposed to any cut hazard, refer to the mill's Personal Protective Equipment (PPE) Policy and department's standard operating procedures (SOPs) for the specific gloves required for the task.
2. The Stanley utility knife is the only knife permitted for slabbing.

Approved Cutting Tools

General

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Each of the 4 levels has specific approved cutting tools that are to be utilized in progression. If you cannot use a level 1, continue down the levels until the task can be done safely. Below is the list of approved cutting tools for each level.

LEVEL 1

Slabber Easy Rip – 101352266

LEVEL 2

Klevver Cutter – 101578461
 Klevver Cutter replacement blades – 101578534
 Westcott Hidden Razor – 101576555
 Slice Ceramic Safety blade – 101573782
 Slice Ceramic Auto Safety blade – 101576551
 Slice replacement blades – 101576553

LEVEL 3

Martor Smart knife – 101579628
 Martor replacement blades – 101579629
 Safecutters Smart knife – 101579943
 Safecutters replacement blades (Irwin) – 101580095

LEVEL 4

OLFA utility knife – 101306283
 OLFA replacement blades – 101364364
 Stanley utility knife - TBD
 Stanley utility knife replacement blades (Irwin) - 101580095

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