

** NB: Use this form for the relevant information only. It is not to be altered in any way.*

This SWOP outlines the Metcash safe and approved work method for using a knife or carton cutter in a warehouse/retail or office environment.

Key Hazards	- Inadequate housekeeping. - Being distracted by personal electronic devices (PEDs) Customers etc - Equipment failure or break down - Cutting your hands or other body parts - Damaging product - Knife blades exposed and tampered with - Damaged knife blades	  Cutting
Key Identified Controls	- Only staff trained and wearing appropriate PPE are to operate knife or carton cutter - Only use quick release retractable knives Any knives or cutters with exposed blades must be self or auto retracting - Cut resistant gloves should be worn at all times while working with knives. - Make sure lighting is adequate to undertake the work task - Inspect the work area – free from slip/trip hazards - Follow pedestrian walkways - Always check both directions before walking around pallet - Adhere to safe practices and report any spills immediately to your manager.	  

PRIORITY ITEMS

- Do not use knife or carton cutter without authorisation and training.
- Inspect the knife prior to use for any damage
- Blade is clean, sharp and retracts easily
- Keep work area free of obstructions, clean and tidy
- Do not attempt to catch a falling knife
- Never leave a blade exposed when the knife is not in use (blade should auto retract)
- Cut away from the body at all times.
- Keep fingers tucked under the palm of the hand when using knife, while cutting ensure the opposite hand has fingers away from knife or with fingers tucked under the palm
- When not cutting ensure the blade is closed
- Carton knives should never be placed in the mouth
- Dispose of used blades thoughtfully, i.e. wrapping them with sticky tape or placing them in a sharps container
- Replace new blades promptly as required, blunt knives are more dangerous
- Knives are not to be left unattended.
- Always pass knife with a retracted blade and handle first
- Never slide or throw a knife or a blade

** NB: Use this form for the relevant information only. It is not to be altered in any way.*

SAFE WORK OPERATING INSTRUCTIONS	PHOTOS/DIAGRAMS
- Keep the blade retracted when not in use. As soon as you complete a cutting job, ensure the blade retracts into its housing. - When cutting, do not place hand in front of, or in line with the cutting area. Place your thumb on the raised portion of the slider to expose the blade. - Be aware of your surrounds –never extend the blade beyond or outside your cutting area. - Keep your body away from the cutting line. Always keep your hand and the rest of your body away from the cutting line. Make a mental note of the line that you are going to cut before you start the process. - When using a utility knife, concentrate on the job at hand. Never look away or converse with people as you cut. - Work on a stable surface. If you are cutting cardboard or foam, place it on a work surface that is clear of clutter. - Use cut resistant gloves to avoid nicks and cuts when you work. - Check the condition of the blade and handle frequently. - Dull, rusted blades in utility knives and cutters can cause accidents because a lot more force is required to cut. Inspect your utility knife or cutter often and if the blade is dull or no longer sharp, have it replaced with a new one.	 Auto retracting knife  Cut resistant gloves

Other Requirements	- Report spills immediately to the Supervisor. - Report discomfort, incidents, hazards, near misses and injuries to Supervisor immediately. - Complete training in the operation of the Safe Use of Knife / Carton Cutter - Follow manual handling training. - Complete training in emergency procedures and evacuation.
---------------------------	--

Associated Documents	- AS/NZS Standard 4602 - AS/NZS Standard 2210.1 Safety, Protective and Occupational Footwear - SHE-GS17 Incident Management Standard and tools - SHE-GP Personal Electronic Device Protocol - SWSP 6.1 Reporting & Investigation of Incidents - Traffic Management Plan for Site - SHE-IHG-SOP-24 Isolation and Tag Out - SWSP 3.19 Isolation of Equipment
-----------------------------	---