## JOB SAFETY ANALYSIS

Safety Information for the University of California, Berkeley

### UC Printing Services

### Using Polar Guillotine Cutters

<table>
<thead>
<tr>
<th>TASK</th>
<th>HAZARDS</th>
<th>CONTROLS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Trimming books or stock</td>
<td>Getting hand caught in blade clamp</td>
<td>Be aware of hazard and use proper operating procedures. Inspect machine prior to use. Do not operate cutter if blade safety feature is not functioning properly.</td>
</tr>
<tr>
<td></td>
<td>Injury to other employees</td>
<td>Do not activate blade unless all other employees in the area are behind the marked safety zones.</td>
</tr>
<tr>
<td>2. Changing knife</td>
<td>Lacerations from exposed blade</td>
<td>Be aware of hazard and use proper knife-changing procedure as specified in the operation manual. Do not leave blades exposed. Place blades in a protective carrier as soon as they have been removed from the cutter.</td>
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<tr>
<td></td>
<td></td>
<td>Do not change blade until all other staff in the area are behind the marked safety zones.</td>
</tr>
<tr>
<td>3. Lifting stacks of books or stock</td>
<td>Back strain</td>
<td>Use proper lifting techniques.</td>
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</tbody>
</table>

**Required Training:**
1. Polar cutter operations training
2. See Operator’s Manual provided by manufacturer.

**Required Personal Protective Equipment (PPE)**

None

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**Other Information:**

Contributors:
UCPS Library Bindery, Oakland

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For more information about this JSA, contact the Office of Environment, Health and Safety at UC Berkeley, 317 University Hall #1150, Berkeley, CA 94720-1150
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