

JOB SAFETY ANALYSIS

Safety Information for the University of California, Berkeley

OPERATING PAPER CUTTER

TASK	HAZARDS	CONTROLS
1. Prepare work area, set up paper cutter.	Lacerations, especially to fingers	Avoid contact with blade by making sure blade guard is in place and handle is locked down before moving paper cutter. Pick up paper cutter by non-blade edges. Hold paper cutter with blade away from the body. Be aware of co-workers or bystanders as you perform this task.
2. Cutting paper.	Lacerations to fingers or hand	Avoid contact with blade. Unlock handle.
3. Removing waste paper.	Lacerations to fingers or hand	Lock blade down. Avoid contact with blade.
4. Moving paper cutter.	Lacerations, especially to fingers	Make sure handle is locked down. Avoid contact with blade by picking up paper cutter by non-blade edges. Hold paper cutter with blade away from body. Be aware of co-workers or bystanders as you perform this task.
Required Training: 1. Operation of paper cutter	Required Personal Protective Equipment (PPE) None	

Other Information:

Contributors:

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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 (510) 642-3073 • <http://www.ehs.berkeley.edu>

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