

**NUMBER 19.0 – KNIFE SAFETY**

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**1.0 PURPOSE:**

To minimize the risk of cuts to the hand or body at Signature facilities by requiring all knives meet specific requirements set forth in this document and requiring cut resistant gloves when using a knife.

**2.0 POLICY:**

Knives must meet minimum required safety features to be allowed at Signature facilities. Knives must be maintained, stored, transported and used in accordance with the safety procedures set forth herein. This policy works in conjunction with the PPE policy (see Procedure 1.0) to provide a safe use of knives. This policy serves to eliminate the risk of an employee injury.

**3.0 RESPONSIBILITIES:**

- A. It is the responsibility of the **Facility Leader** to ensure compliance with this procedure in its entirety.
- B. It is the responsibility of all **Employees** to follow the requirements of this procedure.

**4.0 PROCEDURE:**

- A. If knives are required on a job, the knife must have an automatic retractable blade. A self-locking knife with a minimum blade exposure is preferred.
- B. If knives are required on a job, the knife will be made available at no cost to the employee.
- C. No safety features of a knife shall be augmented so as to render those safety features useless. Knives with defective safety features shall be discarded immediately.
- D. When using a knife, proper PPE must be used. Proper PPE includes: cut resistant gloves, safety glasses, and sleeves (if identified in the PPE assessment – see Procedure number 1.0).
- E. Knives must be inspected before using:
  - Inspect before using
  - Check that all safety features are operable
  - Insure that the blades are properly positioned in the handle before use
  - Follow manufacturer instructions when changing blades
- F. Knives work best when they are sharp. They are easier to operate and safer to use when sharp. Replace dull blades (dull blades require more pressure increasing the potential of injury). Dispose of dull or rusty blades in a blade disposal container. NEVER discard loose blades in the garbage/trash or leave them where they can injure an unsuspecting person.
- G. Avoid making large, sweeping cuts that may carry your blade into an aisle or near a co-worker. Always draw a knife away from your body.
- H. Never attempt to cut an object when either you or the object is unstable. Place objects on a flat, stable surface before cutting.
- I. Stop cutting if you are distracted.



## SAFETY POLICY AND PROCEDURE MANUAL

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- J. Do not toss a knife to someone. It is recommended that you DO NOT hand a knife directly to someone. Set the knife down and let the other person pick it up.
- K. Use knives for their intended purpose. Using a knife in a way that it is not designed or on the wrong materials can damage the blade and cause injury to yourself or others.
- L. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

#### **5.0 ATTACHMENT / FORMS:**

NONE

#### **6.0 PROCEDURE HISTORY**

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