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Sample General Safe Work Practice for Paper Cutter

DO:

- Keep trimmer on a stable, flat surface
- Safety latch should be on when trimmer is not in use
- When cutting, keep hands and fingers behind the guard rail and clear of the cutting blade at all times
- Maximum of 15 sheets of paper
- When finished, always place the cutting handle in the down position and secure the safety latch
- Keep loose fitting clothing away from cutting blade

DO NOT:

- Do not remove the guard rail
- Do not carry the trimmer by the cutting handle or blade
- Do not lubricate the cutting blade.

Please note: This document is for information purposes only as a guide. The safe job procedures (SJP) and safe work practices (SWP) created for your workplace should reflect your organizations processes, equipment and hazards as identified by a hazard analysis. Construction Safety Nova Scotia does not assume responsibility for the use of information in this document. If assistance is needed to complete a SWP and SJP for your organization please contact CSNS member services at constructionsafetyns.ca or 1.800.971.3888.