



TODAY'S SAFETY TALK – TRAINING SESSIONS TO PREVENT INJURIES AND INCIDENTS

# TAKE A MINUTE FOR YOUR SAFETY

---

## UTILITY KNIFE SAFETY

### Utility Knife Overview and Hazards

Approximately 39 percent of injuries involving manual workshop tools included knives with retractable blades, according to the Consumer Product Safety Commission. Most of these injuries are caused by lacerations, but injuries can also occur from ejected pieces of snapped blades or from improperly disposed blades and ergonomic injuries from blade use.

Fortunately, these injuries can be largely prevented with some simple best practices. So please pay attention; we don't want you to get hurt.

### Best Practices

*[Instructor Prompt: Consider holding an example of one of the utility knives used in your facility to demonstrate safety features, safe usage or simply examples of the different types and styles available to employees.]*

- Use a sharp blade. Dull blades require more pressure and increase the risk of slippage or other potential injuries, including ergonomic strain.
- Use safety knives with rounded tips or self-retracting blades wherever possible.
- Plan the cut before cutting and keep your eye on the blade throughout the process. Keep your hands or extremities out of the path of the blade.
- Inspect the tool before use to ensure that the blade is in its proper position and undamaged.
- Wear safety glasses to protect against broken blades.
- Keep the blade extended as short as necessary to make the cut.
- Cut away from your body, rather than pulling toward you.
- Do not try to force the blade if it becomes stuck.
- Hand knives to others handle first with the blade retracted.
- Store the knife with the blade fully retracted.
- Use the knife for the intended purpose; they are not designed to pry objects.
- Dispose of old blades in a puncture resistant container.
- Breakaway blade models are not designed for heavy-duty industrial use and should not be used for heavy work.
- Change blades carefully according to manufacturer recommendations with the correct size of blades.
- Use the right knife for the job or for your hand, particularly if using the knife for a long time. Knives that are too short can put uncomfortable pressure points into the palm of the hand, while larger knives can be unwieldy to use.

**\*Content is reprinted with the permission from Minnesota Counties Intergovernmental Trust**

# TAKE A MINUTE FOR YOUR SAFETY SIGN-IN SHEET

---

COUNTY/AGENCY: \_\_\_\_\_

DATE OF TRAINING: \_\_\_\_\_ PRESENTER: \_\_\_\_\_

TOPIC(S): \_\_\_\_\_

Print Name

Signature

1 \_\_\_\_\_

\_\_\_\_\_

2 \_\_\_\_\_

\_\_\_\_\_

3 \_\_\_\_\_

\_\_\_\_\_

4 \_\_\_\_\_

\_\_\_\_\_

5 \_\_\_\_\_

\_\_\_\_\_

6 \_\_\_\_\_

\_\_\_\_\_

7 \_\_\_\_\_

\_\_\_\_\_

8 \_\_\_\_\_

\_\_\_\_\_

9 \_\_\_\_\_

\_\_\_\_\_

10 \_\_\_\_\_

\_\_\_\_\_

11 \_\_\_\_\_

\_\_\_\_\_

12 \_\_\_\_\_

\_\_\_\_\_

13 \_\_\_\_\_

\_\_\_\_\_

14 \_\_\_\_\_

\_\_\_\_\_

15 \_\_\_\_\_

\_\_\_\_\_

16 \_\_\_\_\_

\_\_\_\_\_

17 \_\_\_\_\_

\_\_\_\_\_

18 \_\_\_\_\_

\_\_\_\_\_

19 \_\_\_\_\_

\_\_\_\_\_

20 \_\_\_\_\_

\_\_\_\_\_

21 \_\_\_\_\_

\_\_\_\_\_

22 \_\_\_\_\_

\_\_\_\_\_

23 \_\_\_\_\_

\_\_\_\_\_

24 \_\_\_\_\_

\_\_\_\_\_

25 \_\_\_\_\_

\_\_\_\_\_

26 \_\_\_\_\_

\_\_\_\_\_

27 \_\_\_\_\_

\_\_\_\_\_

28 \_\_\_\_\_

\_\_\_\_\_

29 \_\_\_\_\_

\_\_\_\_\_

31 \_\_\_\_\_

\_\_\_\_\_

32 \_\_\_\_\_

\_\_\_\_\_