



Job Safety Analysis Form

Picture of task/equipment:	Task:	OPERATING PAPER CUTTER
	Name of Shop or Dept:	
	Job Title(s):	
	Analyzed by:	
	Date:	
Required PPE:		
N/A		
Required/Recommended Trainings:		
1. Operation of paper cutter		
TASK	HAZARDS	CONTROLS
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.
Cutting paper.	Lacerations to fingers or hand	Avoid contact with blade. Unlock handle.
Removing waste paper.	Lacerations to fingers or hand	Lock blade down. Avoid contact with blade.
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.