



Policy Name SAFE OPERATING PROCEDURES FOR USING BOX CUTTERS	Policy Number: 2321
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POLICY

To define the Standard Operating Procedures in a manner that informs and instructs Salvation Army Agapé Hospice staff on the key health and safety points and controls to remember when using sharp articles and blades, including box cutters.

BACKGROUND

Most common causes of cuts to hands are opening boxes with box cutters, unsafe blade removal and disposal.

PROCEDURE

Before You Start

- Never place hands into places you cannot see.
- Never hold an object to be cut in the hand.
- Always use sharp blades; dull blades are a safety hazard, requiring more force to make the cut, which can lead to tool slippage.
- Ensure you have the proper tool for the job; knives and scissors are not appropriate for opening boxes.

While You Are Working

- Tear boxes; do not cut them to open.
- Cut any necessary items on a flat surface.
- Take your time.
- Cut away from your body and as close to the top of the box as possible.
- Never leave a utility knife unattended, especially with the blade exposed.

Disposal

- Ensure that used blades are disposed of in appropriate manner (in Sharps container).
- Designate a bin for this purpose and ensure that it is clearly labeled.

REFERENCE

“Safe Operating Procedures for Using Box Cutters.” The Salvation Army Canada and Bermuda Territory, [OH&S Manual 2018, P. 41](#)