

13.06.01

DESCRIPTION:

**JOB SAFE PRACTICES**  
**General - Carton cutters**

ITEM	HAZARD H/M/L	INJURY/RISK	RESPONSIBILITY
<p>Ensure the blade is sharp.</p> <p>Expose only the amount of blade needed.</p> <p>When cutting sticky tape use the back of the blade</p>	Blunt blade	Lacerations	<p><b>Store and Department Management</b> – To inspect and maintain equipment and to inform, instruct, train and supervise staff.</p> <p><b>Store staff</b> – To work safely, to report unsafe conditions and not operate faulty or unsafe equipment.</p> <p><b>All staff</b> – To identify and report unsafe conditions and implement the Out of Service tag procedure.</p> <p><b>Note</b> – Only use carton cutters issued by IGA to open cartons. Dispose of the blade in a 'sharps' container, if provided, or a puncture proof container.</p>
<p>Rotate cartons to ensure you always cut away from your body.</p> <p>Replace the blade in the guard after use.</p> <p>Store the carton cutter in a safe place when not in use.</p> <p>Do not leave the carton cutter on the shop floor.</p>	Sharp blade	Lacerations	
<p>Rotate the carton to enable items to fall away from the cutting surface.</p>	Inadvertently cutting a product	Spillage / product damage	

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