

JOB SAFETY ANALYSIS

Safety Information for the University of California, Berkeley

UC PRINTING

SERVICES

USING POLAR GUILLOTINE CUTTERS

TASK	HAZARDS	CONTROLS
1. Trimming books or stock	Getting hand caught in blade clamp	Be aware of hazard and use proper operating procedures. Inspect machine prior to use. Do not operate cutter if blade safety feature is not functioning properly.
	Injury to other employees	Do not activate blade unless all other employees in the area are behind the marked safety zones.
2. Changing knife	Lacerations from exposed blade	Be aware of hazard and use proper knife-changing procedure as specified in the operation manual. Do not leave blades exposed. Place blades in a protective carrier as soon as they have been removed from the cutter. Do not change blade until all other staff in the area are behind the marked safety zones.
3. Lifting stacks of books or stock	Back strain	Use proper lifting techniques.
Required Training: 1. Polar cutter operations training 2. See Operator's Manual provided by manufacturer.	Required Personal Protective Equipment (PPE) None	

Other Information:

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Created:

JSA Library Number:

UCPS Library Bindery, Oakland

January 2003

UCPS-LBO-01

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