



*From our incident files:
Safety lessons learned*

Paper cutter pitfalls

Actual employee incident reports illustrate the importance of taking the time to use paper cutters and trimmers properly and work around them carefully. The following injuries have been reported in recent years.

While using a paper cutter, the paper slipped as I brought down the cutter arm. Cut a one-half inch chunk out along the nail of my left index finger.

When placing paper on the paper cutter surface to prepare to cut, the blade came down on my middle finger.

The paper cutter blade came down on my finger. Surgery was required to remove a bone fragment.

As I was wiping the counter under the paper cutter, my right index finger was cut when it ran across the blade. Not a deep cut, but lots of blood.

Wiping down counter and got too close to the paper cutter slicing the top of my right index and middle fingers. Ten sutures required.

To prevent injuries such as these, use paper cutters safely.

- Allow use only by adults or supervised students
- Work slowly and thoughtfully
- Place the paper cutter on a stable surface
- Ensure the finger guard is in place before use
- Keep your fingers behind the guard
- Maintain a firm grip on the blade handle
- Cut only a few sheets of papers at once, following the capacity rating
- Keep the blade in the closed and locked position when not in use
- Tighten the fittings of the blade and safety guard as needed
- Replace the cutter if the if repairs don't prevent the blade from dropping automatically when put in the up position
- Do not carry the cutter by holding onto the blade or cutting arm
- Clean around the blade carefully. Cut resistant gloves may be needed

