

STANDARD OPERATING PROCEDURE

Safe use of Knives		Document Number: 960C-SOP-507
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SAFE USE OF KNIVES



3	APP	Oct 23, 2023	Approved	T. Siver	L. Norris	T. Siver
2	APP	Apr 29, 2022	Approved	Abdullah Jabbar	Tammy Siver	Tammy Siver
1	APP	Apr 04, 2011	Approved	Tammy Weishaar	Stan Miller	Stan Miller
Rev	Status	Rev. Date	Status Description	Prepared by	Reviewed by	Approved by

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The following is a step by step procedure on how to complete a specific task or meet a facility specific requirement. Standard Operating Procedures (SOPs) are written for all identified critical tasks. By virtue of the hazard or complexity associated with critical tasks it is paramount that the SOP be followed as written. SOPs contain a listing of high-level hazards associated with the task, for detailed hazard analysis reference the applicable Task Hazard Assessments. SOPs do not replace the requirements contained in the company Standards, Codes, and Processes nor does it replace the need to comply with required legislation. Section 8.0 references documentation that the worker shall understand before work commences.

1.0 PURPOSE

- To establish a company standard to safely and effectively carry out work as it applies to safe use of knives.

2.0 SCOPE AND APPLICATION

- This document applies to all company Heavy Construction Mining operations. Ensure all site-specific requirements are being met or exceeded before performing the task.

3.0 HAZARDS AND CONTROLS

- Tool failure and improper use.
 - Assess the job and area prior to using a knife or cutting tool.
 - Inspect knife or cutting tool before use. Any damaged or defective tools must be removed from service.
 - Only use a knife or cutting tool for the manufacturer's intended purpose.
 - Do not modify cutting tools or exceed their limits as designed by the manufacturer.
 - Secure the object being cut on a stable surface.
 - Ensure the worker is competent to use the knife or cutting tool and provide additional training and/or supervision where required.
 - Do not alter or remove any safety features of a cutting tool. Tools that have defective safety features must be discarded immediately.
 - Ensure tools are clean and properly maintained
 - Never point the cutting tool at yourself or other persons.
 - Avoid side loading the blade of a knife.
- Using the wrong knife or cutting tool for the job.
 - Prior to using a knife, a JSA must be conducted and alternatives to the use of the knife evaluated.
 - Manufactured tools will be used whenever possible for cutting and stripping (i.e. cable strippers or cutters).
 - Fixed blade knives are used on a task basis and require a supervisor, or their delegate's, approval. (Note that some worksites do not allow fixed blade knives, always follow up with supervision to be sure.)
 - Segmented, serrated retractable and non-retractable blade knives (i.e. OLFA knives) are not permitted tools for use.

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- Musculoskeletal injury (MSI).
 - Follow all manufacturer guidelines when using the knife/cutting tool.
 - Take micro breaks and stretch as required.
 - Try to maintain an upright posture and try to work with your elbow close to your body.
 - Keep knives and cutting tools sharp so less effort is required when using them.
 - Use ergonomic knives and cutting tools which keep your wrist in a more neutral (straight) position.
 - Report any injury or discomfort to supervision immediately.
- Cuts and lacerations on body parts when using a knife or cutting tool.
 - Always cut away from the hands and body.
 - Ensure no other person or body part is in the line of fire (keep hands behind the tools not in front of them).
 - When walking, hold the knife by your side with the tip pointing down and edge facing backward.
 - When placing a knife and cutting tool down, always ensure the blade is facing in a direction away from the hands and body.
 - Wear task specific PPE including hand protection with cut resistance. Refer to 950C-C-049 PPE General Code for more information.
- Knives and cutting tools failing, slipping while being used.
 - Inspect the tool prior to use; look for abnormalities along the cutting edge of the blade as well as the handle.
 - Ensure the blade is not dull, sharpen or replace blades on an as needed basis only if the worker has been trained and authorized by a supervisor to do so. Use appropriate sharpeners only.
 - Ensure the tool is clean prior to use.
- Knives and cutting tools falling when working at heights.
 - Use tethers or some other means of securing the tool when working at heights.
 - Never try to catch a falling knife/cutting tools.
- Material slipping and shifting while being cut.
 - Secure material to be cut so that it is stable and does not shift.
 - Ensure housekeeping is kept neat and tidy around the area.
- Losing focus/distractions in the work area.
 - Never look away when cutting — stay focused on the task at hand.
 - Stop work if any other workers require your attention.
 - Keep your mind on the task.
 - If interrupted, stop the task, sheath, retract or close all exposed blades and place the tool on a secure surface.
 - Recommence the task once the conversation or interruption is completed.

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- Puncturing or lacerating the skin when changing the blade on a cutting tool.
 - Only authorized competent workers can change blades on cutting tools. Authorization must be received from a supervisor or their delegate.
 - Wear cut resistant gloves.
 - Install new blades as per manufacturer's instructions.
 - Where possible use disposable cutting tools that do not require the blade to be changed.
 - Limit general access to replacement blades. Discard all dull blades in appropriate containers.
- Puncturing or lacerating the skin when storing or not using a knife.
 - Ensure all fixed blades are sheathed when not in use.
 - Always store knives in a tool bag or pouch, not in pockets.
 - Inspect and clean tool. Store properly for future use.

4.0 CHECKLIST

- Attend all preparatory meetings (IE: daily PSI; job scope; review of JSA's and SOP's for the job).
- Complete FLRA cards before starting the work.
- Ensure all personnel involved in the task are aware of the hazards and the controls to be used, as identified in the SOP's; JSA's; and FLRA's.
- Conduct a pre-job inspection of all equipment to be worked on and tools to be used.
- Standard of Training required for working on this job: On-the job training.**

5.0 DEFINITIONS

5.1 Company

Means North American Construction Group Ltd. (NACG) and all directly or indirectly owned subsidiary companies, including joint ventures.

5.2 Company Personnel

Includes the Company's employees, officers, directors, agents, associates, consultants/contractors, temporary employees and third party processors.

5.3 HSE

Refers to the Health, Safety & Environment department

5.4 Musculoskeletal injury (MSI)

Musculoskeletal injuries (MSIs) are a group of painful disorders of muscles, tendons, and nerves.

6.0 PROCEDURE

- 1) Complete a hazard assessment (i.e., FLRA) for the task being done. Follow up with supervision if unsure of the task or how to use knives and cutting tools. Evaluate all other alternatives to using a knife. If it is decided that a knife is the only tool that can be used a JSA must be completed prior to

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the job and the JSA must be reviewed and signed by a supervisor or their delegate prior to using the tool.

- 2) Select the correct knife and cutting tool for the task.
- 3) Wear cut resistant gloves for all knife and cutting tool tasks. Consider wearing cut resistant wristlets where required as well.
- 4) Inspect all knives and cutting tools prior to use. Ensure the tool is clean and blade is not dull, damaged, defective, or poorly maintained. Ensure proper housekeeping in the area
- 5) Secure item to be cut and ensure that there are no other personnel in the line of fire. This may include relocation of workers or work or barricading the area of knife work. Use the knife or cutting tool in a manner that does not create a striking / contact hazard to other workers.
- 6) Ensure cutting motions are directed away from the hands and body. Keep hands behind the tools not in front of them and ensure body parts stay out of the line of fire.
- 7) Stand firmly in front of your cutting surface with both feet securely planted. Be aware of posture and stance while handling the knife or cutting tool. Take micro-breaks as required.

7.0 NOTES

If this task is to be done by a method different than described in this SOP, the work must **STOP**, and the alternate method must be **DOCUMENTED** with an adequate hazard assessment tool such as a JSA. The document must be **APPROVED** by a supervisor before such procedures are implemented.

8.0 REFERENCES

- Manufacturers' use and maintenance instructions
- 950C-C-025 Hand Tools Code
- 950C-C-049 PPE General Code
- 950C-C-028 Hazardous Energy Isolation Code
- 960C-SOP-504 Hand Tools, Use of
- Alberta Occupational Health and Safety Act, Regulation and Code (Part 2, section 7,8, & 9 Hazard Assessment, Elimination and Control)
- Suncor Cutting Tools Standard RHS00011
- CNRL Oil Sands Procedure 00-PRO-LM-0082 Utility Knife Safety 05/01/2009

9.0 APPENDICES

- Appendix A – Examples of Knives and Cutting tools

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Appendix A Examples of Knives and Cutting tools

Klever Konzept Cutter



Seatbelt Cutter



Martor USA Easysafe 121001



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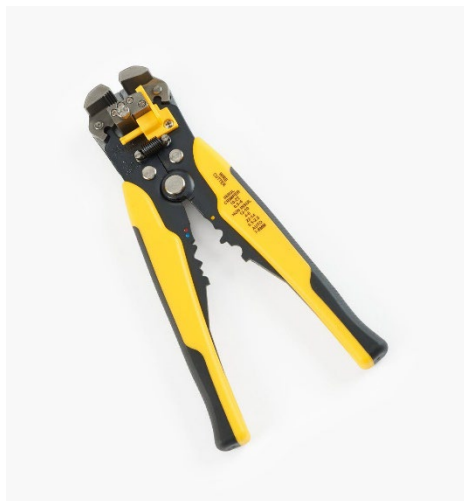
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Cable Stripper



Cutter

