



HAND TOOL CUTTING SAFETY PROGRAM

VERSION 1.6

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1. Purpose

- 1.1. To establish safe work practices regarding the use of cutting tools and reduce risk by using tools better suited for the job.

2. Scope

- 2.1. The scope includes all Mosaic personnel, contractors, vendors and visitors at Mosaic facilities and offices while engaged in work.
- 2.2. The scope does not include kitchen knives used in personal food preparation and consumption.

3. Responsibilities

- 3.1. This program defines the individual's responsibilities for cutting.
- 3.2. Only cutting tools approved by the Procurement and Safety Department shall be used unless a specific exception has been approved as noted below.

4. Procedure

- 4.1. All cutting tools and associated Personal Protective Equipment (PPE) used by Mosaic employees will be approved and issued through the Mosaic Procurement Process. **Prohibited and approved cutting tools are outlined below.**
- 4.2. All cutting tools and associated Personal Protective Equipment (PPE) used by contractors, vendors or visitors will meet the standard outlined within this procedure when on site. The contractor has the responsibility of supplying the approved cutting tools and PPE to their employees. **Prohibited and approved cutting tools are outlined below.**
- 4.3. Cutting tools must only be used to perform tasks for which they were designed and not be used beyond the design capacity intended by the manufacturer.
- 4.4. Inspect equipment prior to use and properly discard all dull or damaged knives or saw blades as part of your onsite maintenance program.
 - Use only a sharp blade. A dull blade requires more force and is more likely to slip than a sharp one.
 - Keep saw blades clean, and use light machine oil on the blade to keep it from overheating and breaking when cutting on metal.
 - When changing blades, cut resistant gloves shall be worn.
 - While disposing of used cutting blades the blades should be placed in containers to prevent a cut exposure to the garbage handler.
- 4.5. Select a proper cutting surface and secure the item which you are cutting in order to minimize having to make an awkward cut. Preferably use clamps or vise versus holding with your hand. **Do not rest material being cut on or near your legs.**






4.6. Plan your task and select the appropriate cutting tool. Additionally, adhere to the following:

- Hands, other body parts, or other persons are not in the “line of fire.” Cut away from your body.
- Hold the cutting tool by the handle or casing
- Never bend or apply side loads to blades or use them to open cans, loosen screws or pry.
- Be aware of tension or stored energy when you complete your cut. The material being cut may have the potential to spring or snap back, fall and/or strike someone.
- Ensure adequate levels of lighting when using a cutting tool.

4.7. When using a hand saw, cut using strong, steady strokes. Use the length of the blade in each cutting stroke. Choose the correct saw blade for the material being cut as per saw manufacturer recommendations.






4.8. This program focuses on the prevention of laceration. Other types of hazards may be associated with a task involving cutting, for example, lifting, electrical, pinch points, stored energy, etc.... Therefore, a written task risk assessment **may** need to be completed to ensure all types of hazards are mitigated. Refer to the Task Risk Assessment program for more information.





4.9. Certain hand tools used for cutting are prohibited for use at Mosaic sites. If there is a task where one of these cutting tools is truly the only one to accomplish the job, then a written Task Risk Assessment shall be completed and approved by the General Manager of the site AND the Director of Health, Safety, & Security.

Prohibited for <u>use</u> at Mosaic sites				
Snap-Off Bladed knives	Unguarded locked blade utility knives	Blades of Multi-Tools	Pocket Knives	Hawkbill / Hook knife
				

*Pictures are for illustrative purposes only and are not brand specific.

4.10. The table below “Approved Cutting Tools and Required PPE” identifies the approved types of cutting tools and required personal protective equipment for a specific task. Appendix A lists the Mosaic Stock and Manufacture Code numbers for specifically approved cutting tools and PPE.

Approved Cutting Tools and Required PPE		
Task	Tool Description	Required PPE
Cutting/Trimming: <ul style="list-style-type: none"> ▪ Drywall ▪ Cardboard ▪ Rubber lining materials ▪ Geotextile liners ▪ Rope 	 <p>“Auto Retracting” or “Auto guarded” blade that retracts or is guarded automatically when it loses contact with material being cut.</p>	<ul style="list-style-type: none"> ▪ Cut-resistant gloves ▪ Cut resistant sleeves ▪ Chaps required when work position requires cutting toward your body.
Cutting: <ul style="list-style-type: none"> ▪ Bubble wrap ▪ Foam ▪ Twine/string ▪ Thin sheet materials ▪ Cardboard or Film 	 <p>Concealed Blade Cutter</p>	<ul style="list-style-type: none"> ▪ Work gloves may be necessary where the risk of a laceration exists.
<ul style="list-style-type: none"> ▪ Cutting Wire ▪ Stripping Wire 	 <p>Wire Cutter / Stripper</p>	<ul style="list-style-type: none"> ▪ Work gloves
<ul style="list-style-type: none"> ▪ Cutting insulation from medium & large diameter electrical wires/cables 	 <p>Electrical Cable Cutter / Stripper</p>	<ul style="list-style-type: none"> ▪ Cut-resistant gloves
<ul style="list-style-type: none"> ▪ Cutting sheet metal ▪ Cutting banding 	 <p>Snips or Shears</p>	<ul style="list-style-type: none"> ▪ Cut-resistant gloves ▪ Cut resistant sleeves ▪ Chaps required if potential for laceration exists

<ul style="list-style-type: none"> ▪ Cutting rope or wire 	 <p>Side cutters</p>	<ul style="list-style-type: none"> ▪ Work gloves
<ul style="list-style-type: none"> ▪ Cutting a conveyor belt 	 <p>Conveyor Belt Cutter</p>	<ul style="list-style-type: none"> ▪ Cut-resistant gloves
<ul style="list-style-type: none"> ▪ Sawing by hand 	 <p>Hand Saw specific to material</p>	<ul style="list-style-type: none"> ▪ Cut-resistant gloves ▪ Cut resistant sleeves
<ul style="list-style-type: none"> ▪ Changing blades 		<ul style="list-style-type: none"> ▪ Cut resistant gloves

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4.11. For using a type of cutting tool NOT included in above OR in Appendix A, a written Task Risk Assessment shall be completed and approved by a safety representative. Refer to the Task Risk Assessment program for more information.

4.12. If a tool on the Prohibited list needs to be used, then a Task Risk Assessment shall be completed then approved by the General Manager / Facility Manager AND the Business Unit Director of Health, Safety and Security. Refer to the Task Risk Assessment program for more information.

5. Definitions

Unless otherwise defined in individual EHSMS policies and procedures, the definitions set out in ISO 14001:2004 and OSHA 18001:2007 apply.

5.1. Chaps: Protective leggings

5.2. Cut Level - The US designation for gloves that are rated at the highest level of cut resistance per ASTM: method F1790-04. The higher the cut level, the more cut resistant the material.

- 5.3. Cut Resistant Gloves: Cut made of cut resistant material to provide cut protection (not cut proof or puncture proof). Recommended minimum cut level 5.
- 5.4. Cut Resistant Sleeves: Cylindrical shaped cut resistant material that has the capability to slide over the users arms to provide cut protection. Recommended minimum cut level 4.
- 5.5. Automatically guarded blade: A cutting tool that has a covered blade unless the user activates or retracts the shield while it is in use.
- 5.6. Permanently guarded blade: A hook style utility knife that does not allow the user to be cut but does allow thin materials to enter the cutting surface.
- 5.7. Pocket knife: Any folding blade knife of any size.