

EHS North America Business Program Hand Tool Cutting Safety

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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 best suited for the cutting task to be completed.

2 SCOPE

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

3 REQUIREMENTS

- 3.1 Approved cutting tools are listed in Table 1 below. These cutting tools shall be used for all cutting tasks unless an exception is approved as per Section 4.2 below.
- 3.2 Prohibited cutting tools are listed in Table 2 below. These cutting tools are prohibited for use unless an exception is approved as per Section 5.2 below.
- 3.3 All cutting tools and associated Personal Protective Equipment (PPE) used by contractors, vendors or visitors will meet the standard outlined within this program when on site. The contractor has the responsibility of supplying the approved cutting tools and PPE to their employees.
- 3.4 Cutting tools must only be selected and used to perform tasks for which they were designed and are not to be used beyond the design capacity intended by the manufacturer.
- 3.5 Cutting tools must be inspected prior to use and all dull or damaged knives or saw blades must be discarded. When disposing of used cutting blades, the blades shall be placed in appropriate containers to prevent an injury to the garbage handler.
- 3.6 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.
- 3.7 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. Keep saw blades clean. If cutting on metal, use light machine oil on the blade to keep it from overheating and breaking.
- 3.8 Cut-resistant gloves shall be worn whenever a cutting tool is being used and there is a risk of laceration, including when changing blades. If other parts of the body are at risk of a laceration from the task (eg. arms, legs, etc.), then additional appropriate cut-resistant PPE shall be worn to protect against laceration (eg. chaps, sleeves, etc.)

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3.9 The following practices shall be followed when selecting and using cutting tools:


- Use only a sharp blade. A dull blade requires more force and is more likely to slip than a sharp one.
- Place hands, other body parts, and other persons out of the “line of fire.” Cut away from your body.
- Only 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.


3.10 When completing a hazard assessment for a task involving cutting, other types of hazards should be considered and mitigated along with the prevention of a laceration (for example, lifting, electrical, pinch points, stored energy, etc.)

4 APPROVED CUTTING TOOLS

4.1 Table 1 - Approved Cutting Tools and Required PPE - identifies the approved types of cutting tools and required personal protective equipment for a specific task.





4.2 For use of a cutting tool that is NOT included in Table 1, and is NOT a prohibited cutting tool, approval must be obtained from a site safety representative and safe use of the tool must be included in the hazard assessment for the job (eg. FLHA).

 **Note:** This is considered a one-time approval that is specific to the job task and is not to be considered permanent approval. For an extended-term exemption, a Variance Request must be completed and approved as per the EHS Variance Standard.






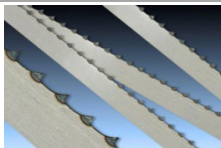
 **Note:** If the cutting tool is on the prohibited list (Table 2, Section 5), approval must be granted as per Section 5.2.

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Table 1

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 and/or chaps (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
<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 Wire ▪ Stripping Wire 	 <p>Wire Cutter / Stripper</p>	<ul style="list-style-type: none"> ▪ Work gloves

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<ul style="list-style-type: none"> Cutting insulation from medium & large diameter electrical wires/cables 	 <p style="text-align: center;">Electrical Cable Cutter / Stripper</p>	<ul style="list-style-type: none"> Cut-resistant gloves Cut resistant sleeves Chaps required if potential for laceration exists
<p>Electricians only:</p> <ul style="list-style-type: none"> Stripping teck cables Preparing conductors for termination 	 <p style="text-align: center;">Klein knife</p>	<ul style="list-style-type: none"> Cut-resistant gloves Cut resistant sleeves and/or chaps required if potential for laceration exists
<ul style="list-style-type: none"> Cutting rope or wire 	 <p style="text-align: center;">Side cutters</p>	<ul style="list-style-type: none"> Work gloves
<ul style="list-style-type: none"> Cutting a conveyor belt 	 <p style="text-align: center;">Conveyor Belt Cutter</p>	<ul style="list-style-type: none"> Cut-resistant gloves
<ul style="list-style-type: none"> Sawing by hand 	 <p style="text-align: center;">Hand Saw specific to material</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"> Changing blades 		<ul style="list-style-type: none"> Cut resistant gloves

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

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5 PROHIBITED CUTTING TOOLS

5.1 Table 2 - Prohibited Cutting Tools at Mosaic Sites - outlines the types of cutting tools that are prohibited for use at Mosaic sites.

5.2 For use of a cutting tool that is listed as prohibited, approval must be obtained from a site safety representative and the site General Manager. Safe use of the tool must be included in the hazard assessment for the job (eg. FLHA).







 **Note:** This is considered a one-time approval that is specific to the job task and is not to be considered permanent approval. For an extended-term exemption, a Variance Request must be completed and approved as per the EHS Variance Standard.

Table 2

Prohibited Cutting Tools at Mosaic sites				
Snap-Off Bladed knives	Unguarded locked blade utility knives	Blades of Multi-Tools	Pocketknives	Hawkbill / Hook knife
				

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

6 TRAINING

The following table outlines the training required for Hand Tool Cutting Safety:

Audience	Training Elements / Topics	Frequency	Method
All employees	<ul style="list-style-type: none"> Approved and prohibited cutting tools PPE requirements Exemption process 	<ul style="list-style-type: none"> New hire orientation 	CBT / ILT

6.1 Retraining

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6.1.1 In addition, an employee shall receive additional training (or retraining) if any of the following conditions exist:

- Program requirements change;
- Changes in the workplace render previous training obsolete;
- Inadequacies in the employee's knowledge is of concern.

6.2 Training records shall be maintained in the Learning Management System (LMS).

7 SELF-ASSESSMENTS

7.1 Site self-assessment shall be conducted in accordance with the MMS requirements.

- **Note:** Recommend any changes to the Mosaic EHS Program Management Office (PMO) via the PMO Change Request form.

8 PROGRAM REVIEW

8.1 The EHS team will review this program every seven years and update as required.

9 RECORD RETENTION

9.1 Refer to the *Mosaic Document and Record Control* policy for record retention requirements.

10 DEFINITIONS

Key terms used in this program are defined below.

Term	Definition
Chaps	Protective leggings made from a cut resistant material
Cut Resistance	Protection levels associated with a current acceptable standard (ANSI/EN). The higher the cut level, the more cut resistant the material.
Cut Resistant Gloves	Gloves made of cut resistant material to provide cut protection (not cut proof or puncture proof). Recommended minimum cut resistance Level 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.

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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.
Pocketknife	Any folding blade knife of any size.

11 REVISION LOG

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0	Converted from former corporate Program to NAB Program	Director NA Health & Safety	PMO	11/14/2024