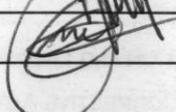


THENJIWE SUPPLIES & REPAIRS

| | | |
|-----------------------------|-------------|---|
| Reference Number | TSR/SOP/011 | SAFE OPERATING PROCEDURE FOR THE SAFE USE OF STANLEY KNIVES. |
| Implementation Date | 03.12.2018 | |
| Revision / Amendment Number | 0 | |
| Revision / Amendment Date | 03.12.2018 | |



SAFE OPERATING PROCEDURE FOR THE SAFE USE OF STANLEY KNIVES

| | Position / Name | Signature | Date |
|-------------|-------------------|--|---------|
| Compiled By | MSHEQ |  | 4/12/18 |
| Approved By | Martin du Plessis |  | 4/12/18 |

THENJIWE SUPPLIES & REPAIRS

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**SAFE OPERATING PROCEDURE FOR THE SAFE USE
OF STANLEY KNIVES.**

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1. PURPOSE

To ensure a safe and correct use of Stanley knives.

2. SCOPE

This safe operating procedure is applicable to all personnel working with Stanley knives

3. RESPONSIBILITIES

Supervisor

All supervisors shall ensure that this procedure is implemented at all levels within the company where Stanley knives are used.

4. PPE REQUIREMENTS

| | |
|---|---|
| Gloves |  |
| Hard hat |  |
| Safety shoes (with boot spats where applicable) |  |
| Safety goggles |  |
| Dust mask (Depending on area) |  |

5. GENERAL

Small knives don't always seem dangerous to some, and for this reason they're not always treated with due respect. They can cause serious injuries, as some of the blades are sharp enough to cut deeply.

6. PROCEDURE

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6.1 Safe use of Stanley knives

- Injuries often result from knives being put in pockets and on belts when the blade is not covered, causing severe cuts to legs or hands.
- Always wear safety glasses whenever you cut with a Stanley knife. The sharp cutting blades can release shrapnel from the cutting surfaces, possibly harming your eyes.
- Check your knife before each cutting application to make sure that the blade is securely seated in the knife. Stanley blades are replaceable, meaning that they slide in and out of the knife as needed to ensure a sharp blade. Before you cut, make sure the blade is not loose; if the blade is retractable, make sure it is fully extended before cutting.
- Never leave a knife unattended with the blade exposed. Consider using a self-retracting knife with a spring-loaded blade which automatically retracts when the knife is released.
- Keep Stanley knives in secure place
- A Stanley knife may be used on many different materials. Therefore, it will operate better when in good shape. Slippage often happens with blunt blades or more force is required to accomplish the task. It is very helpful and actually safer to use a sharp blade. If a blade tears the material instead of cutting, it is time to replace it.
- When cutting on a **flat surface**, a pulling-toward-you motion as opposed to a pushing-away-from-you motion is more positive and stronger. Slippage with a Stanley knife is less likely to occur with the pulling motion.
- Stand firmly in front of your cutting surface with both feet securely planted. If you are cutting on a surface that is below chest level, kneel or stand to one side of the cutting line so that you have the best control of the blade and your body is out of the way of the cutting edge.
- Plant your free hand in an area where it can support you if needed. Make sure your hand is at least 15 cm from the cutting line, so that if the blade slips you have time to move your hand before it is injured. Always keep your free hand away from the line of cut. Make a mental note of the line that you are going to cut before you start the process.
- When using a knife to cut through thick materials, be patient - make several passes, cutting a little deeper into the material with each pass.
- Avoid Talking or Looking Away when Cutting
- Good common sense goes a long way when using Stanley knives. Knives are not bottle or can openers nor should you bend them, as brittle blades can easily snap. Also, always use protective eye wear and a good cut resistant glove when working with knives or any other tool.
- Sharps container must be kept at workshop and used blades must be placed in sharps container immediately after blade is changed. No blades must be lying around.
- After using knife, always ensure to put away the blade properly, either by using a blade shield or retracting the blade itself.
- Don't bend or apply side loads to blades by using them to open cans or pry loose objects. Blades are brittle and can snap easily.

7. REFERENCE

Occupational Health & Safety Act (85 of 1993) and regulations as amended

8. SUPPORTING DOCUMENTS

Stanley Knife Risk Assessment