



# 15 Tips for Using Utility Knives Safely

Box cutters and utility knives are among the most used tools at work. They are typically small, lightweight and inexpensive – making them ideal portable tools. Unfortunately, the same characteristics that make these tools practical also make them susceptible to unsafe use and storage.

1. Always cut away from your body and others
2. Keep fingers, thumbs, opposite hand and body away from the path of cutting
3. Keep retractable blades short to reduce potential for deeper cuts or breakage
4. Wear cut-resistant gloves
5. Never use a dull blade which requires more effort and can result in slipping
6. Hold the box/object with one hand and the box cutter firmly in the other and cut with a deliberate motion
7. Position the box/object horizontally in relation to the body, keeping cutting strokes horizontal
8. When cutting through thick material, make several passes cutting a little deeper into the material with each pass
9. Do not use blades to pry an object open, blades can easily snap
10. Always retract or cover the blade when not in use
11. If the knife slips and falls to the ground, don't attempt to catch it
12. Be patient and maintain focus on your blade and body position
13. When replacing a blade, pull from the dull side
14. Dispose of old blades properly
15. If a blade accident occurs and blood is spilled, isolate the area immediately and call for help

