

~ FABRICATION ~



METALWORK

OPERATING INSTRUCTIONS



METALWORK

INTRODUCING

the



SCALPELS / CUTTING KNIVES



Scalpels/Cutting Knives

Access Level 1 (see Metal Workshop induction Guide on Access Levels)

A sharp-bladed cutting knife

PPE Basic

- Suitable work coat (provided)
- Eye Protection, rated to BS/EN166 may prevent serious eye injury if a blade SNAPS OFF suddenly (provided)
- A cotton or leather apron to protect the lower body/abdomen (provided)
- CUT-RESISTANT gloves, if available or NO RIGGER GLOVES (provided)

What to do before use

- Make sure to use a cutting mat
- Check that the blade is not damaged or broken
- Broken blades should be very CAREFULLY removed and placed in a suitable blade retention bin (SHARPS BIN)
- Broken blades MUST NEVER be placed in GENERAL WASTE bins which cleaning staff may directly handle
- ENSURE the blade retracts or has a good, undamaged blade cover - or has a piece of cork or soft foam covering the tip

How to Use Scalpels and Bladed Knives

- Always USE an appropriate knife and blade for the job. SCAPELS are good for cutting thin materials, but thicker material may require a BOX CUTTER or Stanley knife
- ENSURE the work area is clear and tidy BEFORE starting work

- Lay down a **CLEAN** cutting matt on an **FLAT** surface before use
- **MAKE SURE** to always look at what you are cutting – pay extra attention to where fingers **ARE** in relation to the blade
- **ENSURE** that your other hand is not positioned in the path of the cut
- If you **MUST** cut **TOWARDS** the body, ensure you are wearing a work coat **AND/OR** a cotton apron to protect the lower body/abdomen
- **NEVER** walk or run with a scalpel/cutting knife
- **NEVER** carry a scalpel/cutting knife with the blade pointing **FORWARD**
- **NEVER** carry the scalpel/cutting knife with the blade pointing **TOWARDS YOU**
- The **SAFEST** way to carry a cutting blade of **ANY** description is with the blade pointed **DOWN**, towards the floor
- Working **SLOWLY** and **STEADILY** reduces the risks of a serious accident
- **DO NOT** leave knives on a bench or simply lying about. When you have finished with a scalpel or cutting knife, **PUT IT BACK** into the store or **HAND BACK** to staff
- **NEVER** try to **CATCH** a falling knife

Date

I verify that I have read and understood the information detailed within this document

Name

Signature