



Document Code:	SSP-SG 001	Revision No:	00
Document Title:	Safety Guidelines for Handling Sharp Objects: Improving Awareness and Reducing Injuries	Creation Date:	20-Feb-2026
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Document History Log

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Prepared by:	Reviewed by:	Approved by:
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Safety Guidelines for Handling Sharp Objects: Improving Awareness and Reducing Injuries

1. PURPOSE

To prevent cuts, lacerations, and puncture injuries by enforcing safe awareness and proper handling of **sharp objects** (knives, cutters, scissors, blades, can lids, and sharp machine parts) in the Workplace

2. SCOPE

2.1 All deployed customers working in Worksite (operators, helpers, packers, cleaners, QA support, warehouse support).

2.2 Covers all sharp objects used or encountered in production, including:

2.2.1 Knives, scissors, cutters/box cutters, blades, peelers

2.2.3 Metal can edges, lids, wires, broken packaging materials

2.2.4 Machine blades/parts (slicer, grinder plates, sealer parts)

2.2.4. Cleaning tools with sharp edges (scrapers)

3. DEFINITION OF TERMS

3.1 Sharp Objects – Tools/materials capable of cutting or puncturing skin.

3.2 Cut-Resistant Gloves – Gloves designed to reduce cut injury risk (task-appropriate grade).

3.3 Safe Cutting Zone – Designated area where cutting is allowed with proper setup and protection.



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3.4 Sheath/Holder – Tool storage protection to prevent accidental contact.

3.5 LOTO – Lockout/Tagout procedure required before blade removal, jam clearing, or machine maintenance.

4. RESPONSIBILITIES

4.1 Customers / Operators

4.1.1 Attend safety training and orientation before deployment.

4.1.2 Use sharp tools only as intended and follow safe handling reminders.

4.1.3 Wear required PPE (cut-resistant gloves, safety shoes, etc.).

4.1.4 Report exposed or improperly stored sharp objects, damaged cutting tools, missing blade guards, and any sharp-object hazards that could cause injury.

4.2 Customer Concierge

4.2.1 Provide daily reminders in Toolbox Meetings and monitor safe behavior on the production floor if allowed by the Client.

4.2.2 Report to Client Safety Officer unsafe work and correct actions immediately.

4.2.3 Conduct toolbox talks and visual inspections

4.2.3 Receive accident notifications and coordinate response.



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4.2.4 Notify Client Safety Officer and assist documentation.

4.2.5 Ensure incident report is completed within 24 hours

4.2.6 Ensure all customers attend safety orientation before deployment.

4.2.7 Enforce safe tool handling, PPE use, and no rushing/shortcuts while doing their job..

4.2.8 Ensure tools are available, in good condition, and stored correctly.

4.4 First Aider

4.4.1 Provide immediate first aid for cuts and coordinate escalation if needed.

4.4.2 Ensure first aid kit is stocked for cut injuries and log treatment.

4.4.2 Assess severity and decide if escalation is needed (clinic/ambulance/ER).

4.4.3 Ensure first aid supplies are available; coordinate replenishment with Supervisor/Safety Officer.

4.4.4 Record all first aid treatments and submit incident details for reporting within 24 hours

4.5 Business Unit Admin (BU Admin)

4.5.1 Process and track PPE requests (type, size, quantity).

4.5.2 Request PPE from Purchasing and monitor delivery/issuance.

4.5.3 Provide needed documents/support during incidents.



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4.6 Business Unit Head (BU Head)

4.6.1 Ensure hazards escalated by Customer Concierge are addressed promptly with the client and internal teams.

4.6.2 Decide on operational controls if hazard remains

4.6.3 Lead coordination with client management for corrective action timelines and accountability.

4.6.4 Ensure incident investigations and corrective actions are completed and documented.

4.7 Safety Officer 3

4.7.1 Provide guidance to Safety Officers/Supervisors and conduct periodic audits/assessments.

4.7.2 Ensure safety training programs and reporting systems are implemented and updated.

4.8 Purchasing

4.8.1 Procure approved, task-appropriate PPE and ensure correct sizing.

4.8.2 Maintain buffer stock and ensure timely delivery.

5. POLICY STATEMENTS

5.1 General Awareness Reminders (Daily)



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5.1.1 Assume all blades are sharp- handle with caution at all times.

5.1.2 No rushing / no shortcuts when cutting or handling sharp tools.

5.1.3 Keep focus- no horseplay, distraction, or phone use while cutting.

5.1.4 Keep hands dry and clean for better grip and control.

5.2 PPE Requirement

5.2.1 Cut-resistant gloves are required for: slicing, trimming, opening cartons, handling sharp packaging edges, and blade cleaning/handling (as applicable).

5.2.2 Gloves must fit properly and be in good condition (no tears).

5.2.3 Additional PPE when required: apron, arm guards, safety shoes, hairnet.

5.3 Safe Cutting Practices

5.3.1 Cut **away from the body** and keep non-cutting hand out of the blade path.

5.3.2 Use stable surface/cutting board- never cut on unstable tables or while holding items mid-air.

5.3.3 Use the correct tool for the task (do not use knives as pry tools).

5.3.4 Keep blade sharp and maintained- dull blades increase slip risk.

5.3.5 Do not carry exposed blades- use sheath/holder when moving.

5.4 Tool Handling and Passing Rules

5.4.1 Never throw tools. Hand tools must be passed handle-first (or placed on a surface for pickup).

5.4.2 When walking, keep blade pointed down and close to body with sheath



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where possible.

5.4.3 Do not leave tools in sinks, under materials, or hidden in rags.

5.5 Storage and Housekeeping

5.5.1 Store knives and cutters in designated racks/holders only.

5.5.2 Keep workstations clear remove clutter that may cause accidental contact.

5.5.3 Broken blades or damaged tools must be tagged and removed immediately.

5.6 Disposal of Sharp Waste (Sharps Control)

5.6.1 Dispose blades, can lids/metal edges, and sharp scrap into designated **sharps container** or marked bin- never in regular trash bags.

5.6.2 Do not compress trash with hands/feet.

5.7 Machine Blade Safety (Critical Rule)

5.7.1 Blade change, jam clearing inside machines, or internal cleaning requires:

5.7.1.1 Machine should be stopped and power isolated

5.7.1.2 Only people who are **trained and officially assigned** can do blade removal, internal jam clearing, or internal cleaning.

5.7.1.3 LOTO applied (as required by client procedure)

5.7.1.4 Never bypass guards or reach into moving equipment.

5.8 Reporting and Stop Work Authority



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5.8.1 Report immediately: cut incidents, near-misses, unsafe tool behavior, missing cut gloves, or damaged tool storage.

5.8.2 Any worker has the authority to **stop work** if sharp tool handling becomes unsafe.

6. TRAINING & AWARENESS PROGRAM

6.1 Mandatory Trainings

6.1.1 Sharp Tool Safety & Proper Cutting Technique

6.1.2 Cut-Resistant Gloves: correct selection and use

6.1.3 Tool storage and passing procedure

6.1.4 Sharps disposal and housekeeping

6.1.5 Machine blade safety and LOTO awareness

6.1.6 First aid basics for cuts and bleeding control (awareness)

6.2 Toolbox Talks (10–15 minutes, Weekly Rotation)

6.2.1 “No rushing” reminders + common unsafe acts observed

6.2.2 Proper glove use and replacement

6.2.3 Correct cutting posture and hand placement

6.2.4 Tool storage checklist

6.2.5 Near-miss sharing and lessons learned



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6.3 Practical Coaching

6.3.1 On-the-job coaching on safe cutting form

6.3.2 Demonstration: safe passing and safe disposal drill

7. MONITORING & ENFORCEMENT

7.1 Customer Concierge conduct routine checks (glove use, cutting area setup, tool storage).

7.2 Customer Concierge spot checks and trend monitoring (cut incidents/near-misses).

7.3 Progressive discipline for repeat unsafe behavior; recognition for consistent compliance.

8. INCIDENT RESPONSE & REPORTING

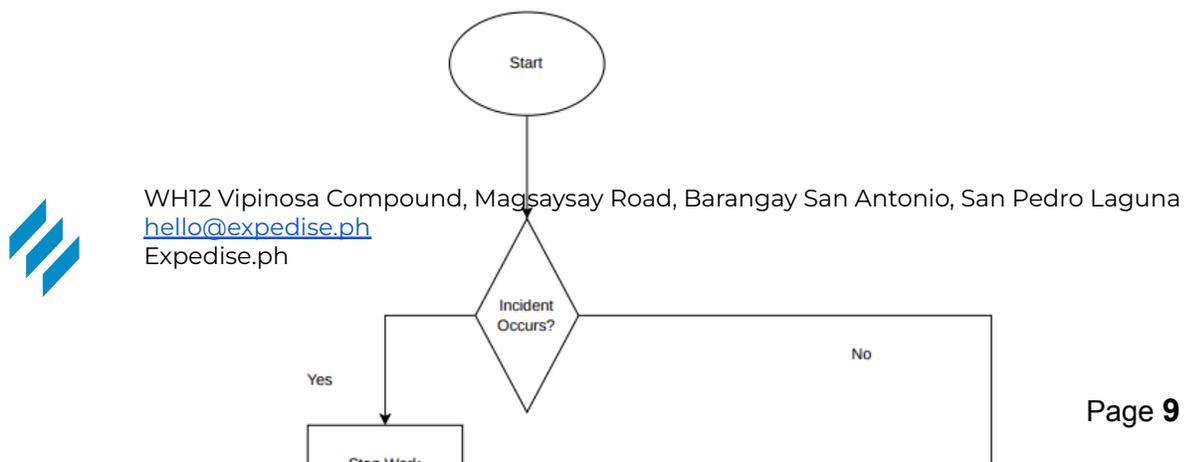
8.1 Stop work and secure area if there is an incident

8.2 Call First Aider for injuries; escalate to clinic/ER if needed.

8.3 Report to Business Unit admin/Safety Officer and complete incident report within 24 hours.

8.4 Track corrective actions until closed

8.5 Incident Response and Report Flow Chart





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