

Cutter Safety and YOU—

A Student's Guide

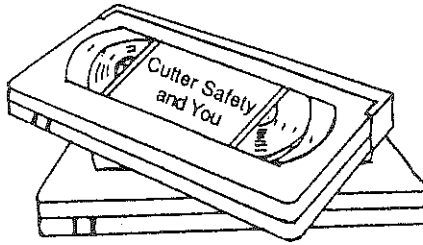
*To be used with
videotape presentation*



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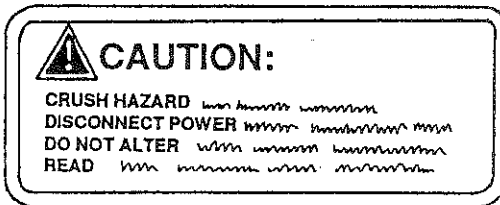
INJURIES CAN BE PREVENTED

A safety-conscious operator can be one of the best defenses against accidents. It is important that you learn how cutter-related injuries can occur. Your safety depends on working safely and wisely. Read this manual carefully and use it with the video program "Cutter Safety and You."



BECAUSE OF THE TREMENDOUS CUTTING POWER AND HIGH CLAMPING FORCES, EXTREME CAUTION MUST BE USED.

There are no known guarantees of safety. Older machines, especially mechanically-driven cutters, are more likely to present hazards. It is important that these cutters receive proper service and maintenance.

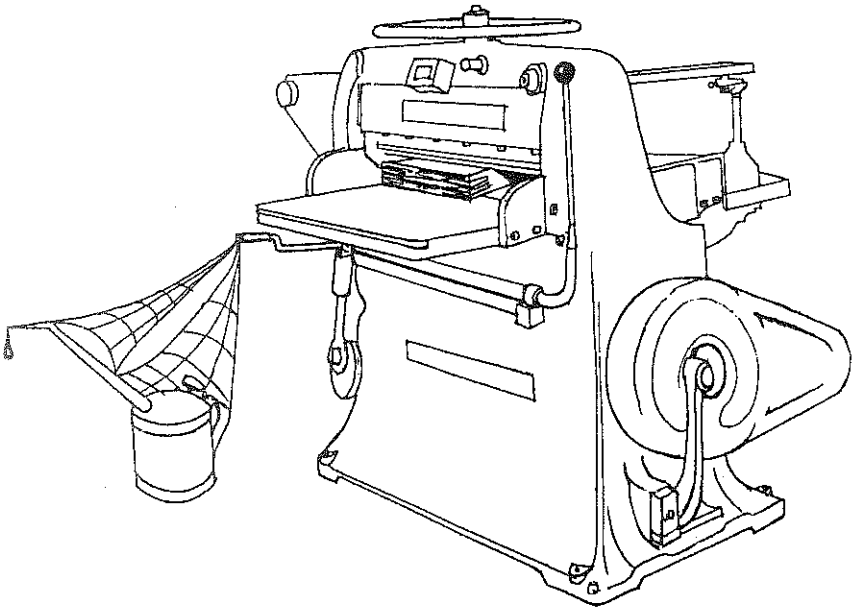


Keep hands out from under knife and clamping area.

MAIN CAUSES OF PAPER CUTTER-RELATED INJURIES...

Among recent, serious, machine-related injuries (some having multiple causes):

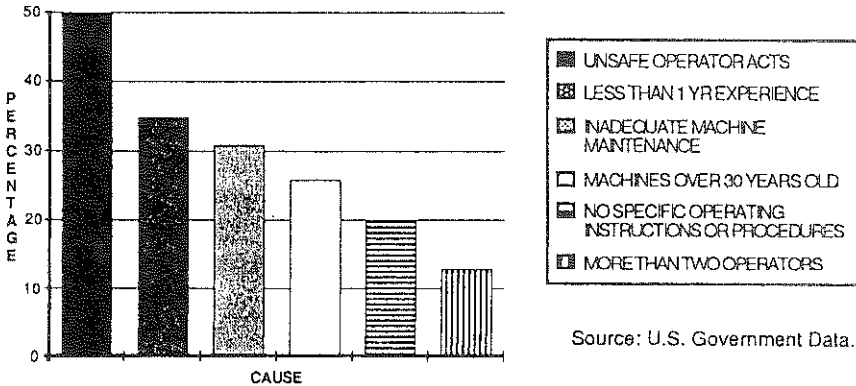
- 35% involved operators with less than a year of experience. *And this means 65% involved experienced operators!*
- 31% of injuries involved inadequate machine maintenance.



- 20% of injuries occurred where there were no specific safe operating procedures.
- 27% of injuries involved machines over 30 years old.
- 13% of injuries involved two operators.

NEARLY 1/2 OF THESE INJURIES INVOLVED UNSAFE ACTS BY OPERATORS!

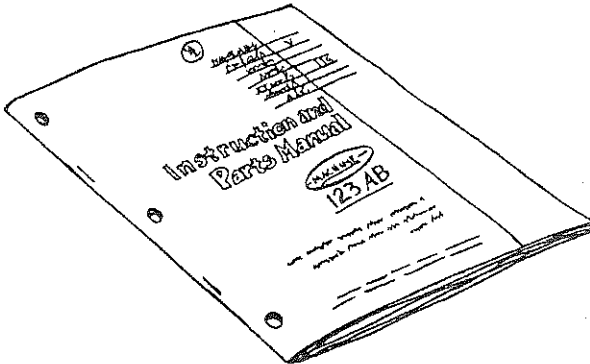
MAIN CAUSES OF MACHINE RELATED INJURIES



Source: U.S. Government Data.

HOW CAN YOU AVOID BECOMING INJURED?

Don't attempt to operate your cutter without thorough information and training. Read the instruction manual and all updates. Check with your dealer if you still have questions. Keep the manual in a handy place, and don't operate any machine with modifications which might be unsafe. Understand and comply with all safe operating procedures—their purpose is to protect you.

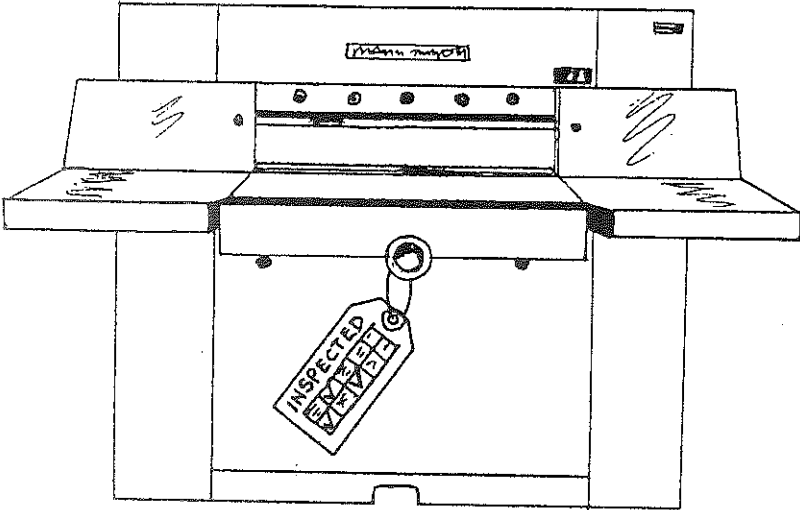


MAINTENANCE PROCEDURES

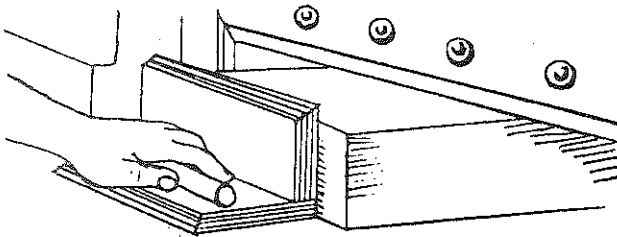
MAKE SURE THE MACHINE HAS BEEN PROPERLY MAINTAINED.

1. Establish a routine maintenance procedure. Ask for inspections if you're not sure of previous maintenance. Many critical parts of a cutter may only appear to be in good condition.

2. If there are visual signs of a problem or if the cutter makes unusual noises or operates strangely, turn it off. Check the manual and notify your supervisor.
3. Disconnect the main power supply when cleaning, servicing, lubricating or making adjustments not requiring power. **LOCK** the disconnect switch in the Off position.
As the operator, if you're not sure about the machine's condition—**DON'T TURN IT ON!**



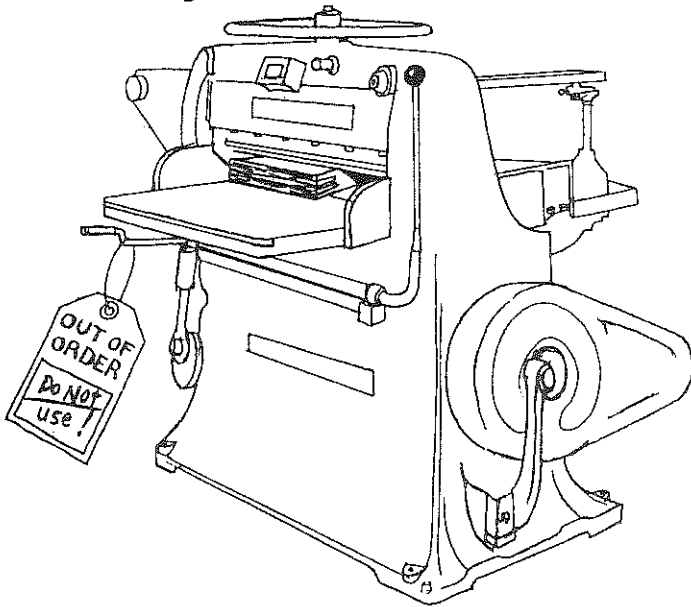
4. **DO NOT ATTEMPT TO CHANGE THE KNIFE IF YOU ARE NOT COMPLETELY FAMILIAR WITH THE PROCEDURE.**
Read the manual *for your cutter* to learn how to change the knife safely. Always use a knife guard when transporting a cutter knife. If you have any questions, get the answers from a supervisor before you try to change the knife.



OPERATING PROCEDURES

1. KEEP HANDS OUT FROM UNDER THE KNIFE AND CLAMP AREA.

Always treat the cutter as if it could cycle at any time. Paper jogging devices can eliminate the need for you to put your hands in the danger zone when loading stock. Make your own jogging device or contact your local dealer for available jogging devices. When removing stock, use the backgagge controls to push the stock out from under the knife/clamp area after cutting.



2. SOME MACHINES INCORPORATE AN ANTI-REPEAT DEVICE.

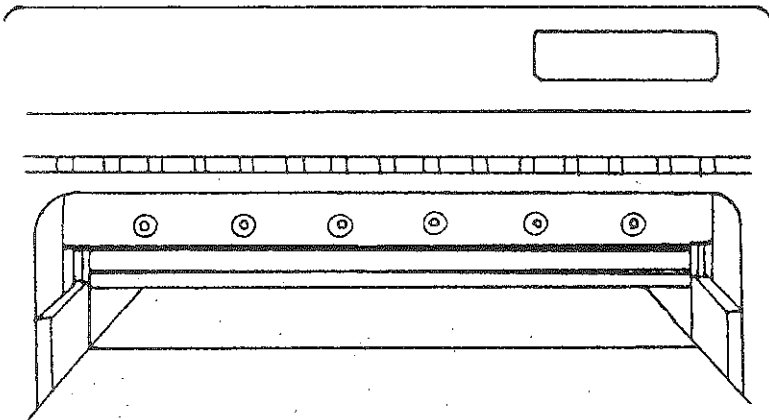
It is designed to prevent the cutter from double cycling. If you observe continued downward movement of the knife, or knife and clamp, after completion of a cutting cycle, then **STOP THE CUTTER IMMEDIATELY. DO NOT USE IT AGAIN** until properly serviced and tested.

3. WATCH FOR KNIFE OVERTRAVEL.

The knife should never come to rest below the bottom of the clamp. Clutch or brake mechanisms may need adjusting. If you observe knife or clamp overtravel, **STOP THE CUTTER IMMEDIATELY. DO NOT USE IT AGAIN** until properly serviced and tested.

Another danger of overtravel is the exposed cutting edge of the knife. On many mechanically-driven cutters, stopping in mid-cycle may leave the knife exposed below the clamp.

- 4. DON'T OPERATE A CUTTER WITH MISSING KNIFE BOLTS.** Make sure *all* knife bolts are in place before operating your cutter.

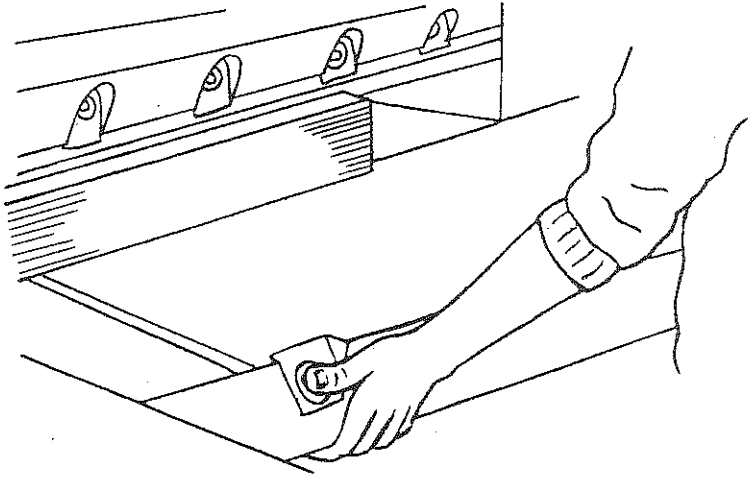


- 5. If variable clamp pressure is available on your cutter, ALWAYS KEEP FOOT PEDAL (TREADLE) ADJUSTED TO LOW CLAMP PRESSURE AND SLOW SPEED. KEEP FEET AWAY FROM TREADLE WHEN HANDLING STOCK NEAR CLAMP.** The clamp can be a serious crush hazard if any part of your body accidentally strays into the danger zone.

ALWAYS KEEP HANDS CLEAR OF THE KNIFE/CLAMP AREA. Older cutters without low pressure setting should have the clamp adjusted to slow speed. If your cutter is equipped with a foot treadle guard, make sure it is in place before operating the cutter. If a foot treadle guard has not been provided, contact your local dealer and find out what guards are available.

SAFETY GUIDELINES, TIPS AND PRECAUTIONS.

Work safely by never being in too much of a hurry. Never modify safety devices or operate a cutter in which two-handed controls have been negated or altered. Fingers and hands are too valuable to risk for the seconds you may save by altering safety devices.



Be sure all machine guards available are in place. If any have been removed, replace them before operating the cutter. **KEEP HANDS CLEAR OF THE KNIFE/CLAMP AREA** – even if you believe safety devices are in effect.

DO NOT ALLOW ANOTHER PERSON IN YOUR CUTTER WORK AREA DURING MACHINE OPERATION.

Anything which distracts your attention should never be permitted. And never leave a machine when it is on. Turn the power off before you walk away.

KEEP YOUR WORKPLACE SAFE.

Before operating the cutter . . .

Be sure all trim, tools, and other objects are cleared away from your work table. Never lay tools in the clamp area.

Check the floor. Be sure it's clear of anything which might cause you to slip or lose your balance during cutter operation.

Be sure to wear snug-fitting safety glasses. Shielding your eyes is important when working with powerful machinery.

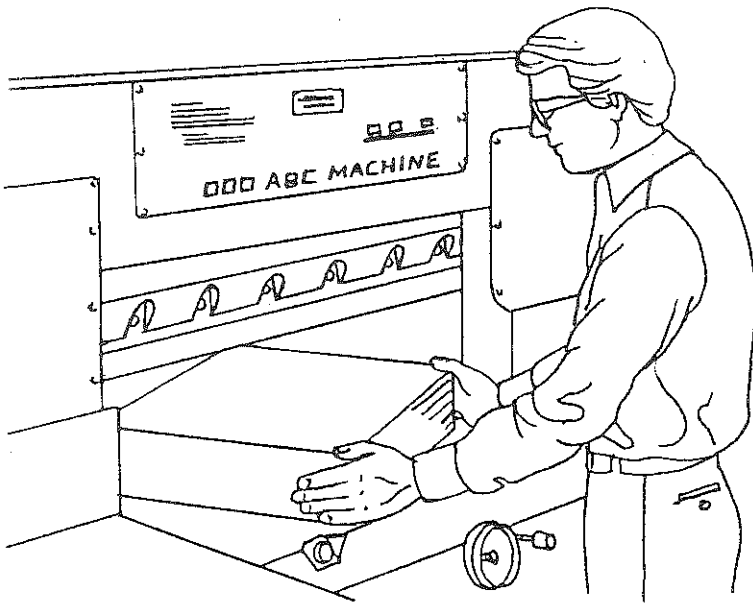
Review *Cutter Safety and You* at least every six months and more often if possible. A constant reminder of safe cutter operation is your best defense against injury. The few minutes it takes to review the video program may help you avoid a serious accident.

INJURIES DON'T HAVE TO HAPPEN

Use common sense.

You can prevent them!

Think about and observe safe operating procedures at all times.



- A paper cutter is designed and safeguarded for ONE PERSON operation. NEVER operate the cutter with more than one person.
- Safety is the responsibility of the user of the paper cutter.
- READ and understand all instructions thoroughly before using the cutter. If questions still remain, call your dealer—fingers and hands are too valuable to risk experimentation.
- Only trained and authorized persons should operate the cutter.
- DO NOT ALTER SAFETY DEVICES OR GUARDS. They are for your protection and should not be altered or removed.
- DISCONNECT POWER before cleaning, lubricating, servicing, or making adjustments not requiring power. Lock out the main power control switch to which the machine is connected. The switch should be thrown to the OFF position and a padlock placed in the loop. The key should be held by the person servicing the machine.
- If your cutter has a lock, always lock the cutter and remove the key when not in use.
- Be sure the cutter is properly grounded.
- Be sure there is sufficient power to operate the cutter properly.
- If your cutter has caution plates, observe all cautions listed.
- Keep foreign objects off table and away from cutter blade.
- BE EXTREMELY CAREFUL when handling and changing the cutter knife.
- Keep the floor around the cutter free of trim, debris, oil, and grease.
- When replacing hydraulic parts, loosen the connections slowly to release pressure. Never loosen connections with the cutter running.
- If the cutter sounds or operates unusually, turn it off and consult the troubleshooting section of your manual. If the problem cannot be corrected, have it checked by your dealer.
- CRUSH HAZARD. Keep feet off the clamp pedal when handling paper under the clamp. Use jogging aids or back-gage controls to position stock.
- Do not operate cutter with any guards removed!



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