



The University of Hong Kong

SAFETY MATTERS

15 November 2005

To: List "C"

Ref.: Paper Cutting Knife Injuries

Accidents involving paper cutting knives have been reported from time to time. They are easily avoidable if the severity of the injury and safety are thought of in advance. Some injuries have required a few stitches to close up the wound and some of these have resulted in sick leave as well. It would be helpful if Heads of Departments can bring this notice to attention of colleagues who are required to regularly use paper cutting knives.

Some tips to avoid injury:

1. See if a safer tool, e.g. scissors, paper guillotine can be used instead of a paper cutting knife for the job.
2. A blunt blade is a dangerous blade. Is the blade sharp enough to cut efficiently?
3. Don't set the blade too long and retract it immediately after use.
4. Be attentive and respect that the tool can inflict serious injury.
5. As far as possible, cut away from the supporting hand.
6. Use a guide which is sufficiently thick to prevent the blade from slipping. Most injuries occur when the blade slips.
7. Perspex rulers are always handy, but are too thin to be used as a safe guide. Use a rigid guide which is at least half an inch thick.
8. The thicker the paper to cut, the greater the force required and the easier the blade can break or detour. Reduce the pile thickness if you need to use excess force.
9. Cut-resistant gloves are available. If your work warrants one, discuss with Safety Office or your supervisor.

Rheo LAM
Assistant Director of Safety

P.S.: Please remove the earlier version of March 17, 1999 from your record.

RL/ac
D: General: Circular- Paper Cutting Knife
Encl.

FOR FAVOUR OF POSTING

SAFETY OFFICE



The University of Hong Kong

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二〇〇五年十一月十五日

一些與割刀（界紙刀）有關的輕微意外時有發生，只要使用時記著其鋒利程度及後果，此類損傷是可避免。大部份此類意外都會傷及手部而有些傷口更要縫針，嚴重的更會導致數天病假。敬希部門主管提醒各員工有關割刀之安全操作以減少不必要的損傷。

安全操作提示

1. 看看可否使用其它更安全的工具，例如剪刀或小型切紙刀等。
2. 工欲善其事，必先利其器。鈍刀易因用力過度而失控，傷及手部，利刀可確保割切暢順，減低刀片失控。
3. 不要將刀片伸展過長，用完應即時將其退回刀身。
4. 操作時要留心。不要小看它是手工具而掉以輕心，緊記其殺傷力。
5. 盡可能將刀向外切。
6. 使用一把夠厚的傍尺去引領割刀可減少割刀滑離而傷及手部的意外。
7. 膠間尺確是非常[就手]，但只是太薄而不適宜做傍尺，傍尺最少要半吋厚。
8. 猛力或蠻力割切很容易令刀片失控，盡量將紙張減薄以達割切暢順。
9. 有些手套是有防割傷功能，如有需要，可與上司或安全事務處商討。