

# Knife Safety Checklist

Knives are useful tools. For best results, knives need to be sharp, and appropriate for the job. But you must remember to beware of sharp objects.

If you mark any NO box on the checklist, you need to take action to make your workplace safer.

<b>Date checklist completed:</b>	
<b>Date checklist to be reviewed:</b> <i>(annually or when there is a change to the workplace)</i>	
<b>Name of person who completed checklist:</b>	
<b>Position title:</b>	<b>Company/workplace:</b>

## Safe operation

Are the appropriate knives used for the task?	Yes	No
Do workers know the correct and safe way to use, carry, store, clean and maintain knives?	Yes	No
Are knives kept sharp?	Yes	No
Are knives regularly inspected for damage or wear?	Yes	No
Are knives maintained in accordance with the manufacturers' instructions?	Yes	No
Can you substitute the use of hand knives in your workplace with other implements?	Yes	No

## Personal protective equipment (PPE)

Do you provide suitable sheaves or belts for those workers who need to move around carrying knives?	Yes	No
Do you supply your workers with the correct PPE for working with knives (such as footwear, gloves, gauntlets and aprons) as required?	Yes	No
Do you and your workers maintain PPE in accordance with the manufacturers' instructions?	Yes	No

## Work areas

Are stable work surfaces in place?	Yes	No
Do you provide appropriate disposal containers for damaged or unwanted blades?	Yes	No
Are suitable storage facilities provided for knives (such as racks, slots or boxes) close to the work area?	Yes	No
Are appropriate first aid facilities kept nearby in case of an accident?	Yes	No

## Slicing/cutting/shredding machinery

Are slicing/cutting/shredding machines guarded?	Yes	No
Are slicing/cutting/shredding machines securely attached to the benchtop?	Yes	No