

Job Safety Analysis

Safety Information for the University of California, Berkeley

Using Polar Guillotine Cutters

Overview:

A **Job Safety Analysis** (JSA) identifies hazards associated with each step of any job or task that has the potential to cause serious injury, determines how to control the hazards, produces a written tool that can be used to train other staff, and meets Cal/OSHA training requirements by developing procedures and work rules that are *specific for each job or task*. For more information, see: [Job Safety Analysis Fact Sheet](#).

Create your own JSA:

If you perform a similar operation, you can [make a copy](#) of this JSA and revise it to suit your work situation. You can use this JSA as a starting point, but the finished version must be specific to each piece of equipment and each work unit.

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For more information about this JSA, contact the [Department Safety Coordinator](#).

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Task Description	Associated Hazards	Types of Controls
Trimming books or stock	Getting hand caught in blade clamp	• Be aware of hazard and use proper operating procedures. ◦ Inspect machine prior to use. Do not operate cutter if blade safety feature is not functioning properly.
Trimming books or stock	Injury to other employees	• Do not activate blade unless all other employees in the area are behind the marked safety zones.
Changing knife	Lacerations from exposed blade	• Be aware of hazard and use proper knife-changing procedure as specified in the operation manual. ◦ Do not leave blades exposed. Place blades in a protective carrier as soon as they have been removed from the cutter.
Changing knife	Lacerations from exposed blade	• Do not change blade until all other staff in the area are behind the marked safety zones.
Lifting stacks of books or stock	Back strain	• Use proper lifting techniques.

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Required Training:

1. Polar cutter operations training
2. See Operator's Manual provided by manufacturer.

Required Personal Protective Equipment (PPE):

None

Additional Guidance: