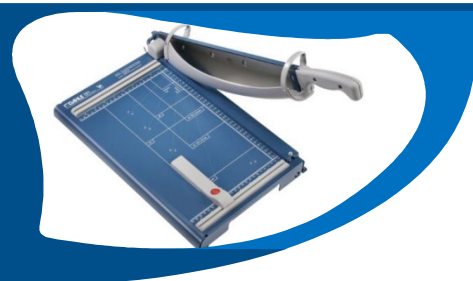


Toolbox Talk

Paper Guillotine



What?

- Hand guillotines are used extensively in offices to cut paper to size
- They are usually mounted on solid bases with calibrated grid lines to help position paper properly when making cuts at different angles such as 15,30,45 and 60 degrees
- They are also usually marked with both Imperial and Metric scales (e.g. inches and centimetres) for cutting to size and come with a plastic transparent guard to prevent finger injuries

Why?

- Serious finger injuries have occurred when guards have been removed cutting or where people have accidentally lifted the guillotine by the blade
- Is also the risk of strains or sprains when trying to cut too much paper at one (e.g. above the recommended thickness) and foot injuries caused by failing to place the base on a flat level surface to prevent it tipping or falling off

Do



- ✓ Always read the manufacturer's instructions before use which should be with the machine
- ✓ Make sure you are familiar with the safety precautions listed as part of these instructions
- ✓ Secure the guard properly to prevent displacement and check it cannot move
- ✓ Always lock the blade arm down before attempting to attach handle to the blade
- ✓ Check the raised handle remains in position (should not fall when released)
- ✓ Always latch the blade/handle when not in use
- ✓ Make sure you only place the correct amount of paper for the cut do not overload the unit
- ✓ Always place the guillotine on a firm level surface clear of edges to prevent movement
- ✓ Check there are no staples or clips on the paper before cutting
- ✓ Place one hand on the paper and the other on the handle when cutting to stabilise the unit
- ✓ Make sure the handle is left in the down position when finished

Don't



- ✗ Touch the edge of the blade
- ✗ Place your fingers anywhere near the cutting position or under the blade
- ✗ Attempt to adjust parts of the guillotine
- ✗ Allow the arm to free fall always keep it under control during use
- ✗ Lubricate the blade or pivot
- ✗ Carry the guillotine by the blade or handle
- ✗ Remove the guard during use
- ✗ Forget to latch the blade when not in use
- ✗ Cut metal film or film containing glass
- ✗ Exceed the maximum stipulated amount of paper when deciding how much to cut
- ✗ Attempt to remove paper with the blade up