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| ***JOB SAFETY ANALYSIS*** | **Job Task:**  **Operating a Paper Cutter** | **Date:**  **12-27-10** | **Analysis Performed by:**  **Ferguson Township** |
| **SEQUENCE OF BASIC JOB STEPS** | **POTENTIAL HAZARDS** | **RECOMMENDED ACTION OR PROCEDURE** | |
| 1. Unlock Cutter Arm | Pinch Points and Sharp Blade of Cutter | Keep hands away from cutter blade | |
| 2. Raise Cutter Arm | Sharp Blade of Cutter  Blade could move | Keep hands and fingers away from Blade | |
| 3. Position paper for cutting. | Blade could move | Keep hands and fingers away from Blade and from under blade. | |
| 4. Lower cutting arm to cut paper | Sharp blade | Keep hands and finger away from Blade and out of the cutting path of the blade. | |