



# TAMPA ELECTRIC COMPANY ENERGY SUPPLY EXPOSED BLADE CUTTING TOOLS PROGRAM

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## **PURPOSE**

The purpose of this document is to provide the information on the alternatives and expectations for using exposed open blades.

This program does not apply to scissors and utensils used for preparing and/or eating food.

## **INTRODUCTION**

TAMPA ELECTRIC is dedicated to providing a safe and healthful workplace for its employees by communicating information concerning exposed blade cutting tools and appropriate protective measures to all affected employees and contractors.

This policy contains the following elements:

1. Employee Training
2. Documentation
3. General Expectations
4. Periodic Program Evaluation
5. Alternative cutting tools
6. Examples of Available PPE

## **RESPONSIBILITY**

Each Director is responsible for the implementation and maintenance of the Exposed Blade Cutting Tools Program at their facility.

The Joint Departmental Committee (JDC) Safety Programs is responsible for reviewing, maintaining, and revising this program, as necessary. Responsibilities supporting this objective may be assigned to others as designated.

Each employee is responsible for using cutting tools according to their designed purpose and within the expectations of this policy.

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## **EMPLOYEE TRAINING**

**Target Audience** – All employees of Tampa Electric, Energy Supply.

**Frequency** – Initially and when a new hazard is introduced into their work areas.

**Methods** – Training shall be accomplished through Computer-Based Training (CBT) or classroom training, by PowerPoint presentation with video, or other training materials determined adequate by the Safety Department.

At a minimum, the content of the training shall include:

- Purpose and application of program
- Proper handling, care and storage of exposed blade tools
- Type, care, and donning of personal protective equipment
- How to use vises and other holders for cutting objects and materials
- Selection of proper cutting tools and PPE

## **DOCUMENTATION**

All training will be documented electronically in Cority. Classroom training and Computer Based Training (CBT) may track separately temporarily but that information will later be transferred into Cority.

## **GENERAL EXPECTATIONS**

All Tampa Electric Energy Supply employees should use alternative safe cutting devices (See Appendix B - Examples of Alternative Cutting Tools) rather than exposed blade cutting tools when possible. When the use of such a device is not possible, an open blade cutting tool may be used.

***Contractors shall follow this program unless their pre-existing program exceeds this program's minimum requirements.***

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### Requirements for All Cutting Tools

- Cutting instruments must be kept clean and free from grease or other lubricating substances that may cause the user to lose their grip.
- Cutting edges should be kept sharp, as appropriate, and the tool be kept in good working order. This is to avoid any undue pressure being applied when utilizing the tool.
- Defective cutting instruments and knives shall be taken out of service, tagged (see Appendix D) for repair or disposed of in a safe manner.
- Any cutting tool that is dropped should be allowed to fall, rather than attempting to catch it. Even safer tools have sharp edges that if grabbed from a fall, could cause harm.
- Cutting tools shall not be used for any other purpose, i.e. prying, hammering, driving/removing screws, etc.

### Requirements for Exposed Blade Cutting Tools

- These types of tools should only be used when a suitable alternative tool is not available to perform the task.
- Fixed knives with exposed blades must be kept in a device such as a sheath that covers the cutting blade or otherwise protected when not in use.
- Fixed knives with exposed blades must have a handle guard to keep the hand separated from the cutting edge.
- Folding knives shall be the locking blade type. This means the blade is secured in the open position by an internal mechanical locking mechanism.
- Exposed blades may not be carried from one location to another unless they are sheathed or folded closed.
- Persons using an exposed blade shall wear a cutting glove (see appendix C) on the free hand when performing tasks requiring the use of a knife.
- Cutting made with an exposed blade should be made away from the body. If cutting cannot be done away from the body, barriers such as a leather apron must be worn to protect the user from the exposed blade.

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- When utilizing an exposed blade cutting tool, the user shall ensure that a “safety sphere” is maintained at all times when the blade is exposed. This means that all other personnel are far enough away that the full extension of the blade users arm in any direction cannot contact another person.
- Disposable razor type blades shall be placed in a puncture resistant container, or otherwise appropriately packaged for disposal, before placing into the trash.

### **PERIODIC PROGRAM EVALUATION**

The JDC Safety Programs is responsible for periodically performing evaluations of the elements outlined in this document so that the effectiveness of the program may be maintained. Responsibilities supporting this objective may be assigned to others as designated.

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**APPENDIX A - GLOSSARY**

**Alternative Cutting Tools** – Inherently safe cutting tool, because the blade surface is not openly exposed additionally, the blade surface may not be as sharp as with a knife. Examples are: EMT scissors, utility cutter that shears with mechanical advantage, or a cable preparation tool for stripping insulation.

**Cutting Glove** – A cut or slash resistant glove, generally made of wire mesh or Kevlar. A cutting glove is worn on the non-cutting or free-hand. They are not made to be cut proof or puncture proof/resistant.

**Exposed Blade** – A cutting tool where the blade surface is completely exposed during use and/or requires a specific action by the user to cover or guard the blade, such as sliding it into a sheath or closing the blade. Examples of exposed blade cutting tools are:

- **Box Knife** – A hand held knife that has a knife type razor type blade that is adjustable.
- **Fixed Blade** – A solid single blade knife that does not close.
- **Locking Blade** – A folding knife with a mechanical locking device that prevents the knife from closing until the user mechanically releases the blade. (i.e. pocket knife)
- **Open Blade Knife** – A cutting implement with a handle and blade. For example: a steak knife, hunting knife or machete.






**Handle Guard** – A separate metal piece attached at the juncture of the blade and handle to prevent the hand from slipping onto the blade while in use.

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## APPENDIX B – ALTERNATIVE CUTTING TOOLS

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|    | <p><b>EMT Scissors:</b> Usually consist of a plastic handle with a metal blade, which is traditionally bent at about 150 degrees, giving them an unusual appearance as compared to normal scissors. Their rugged construction enables them to cut through strong materials such as car seat belts, leather and even thin metal and other hard surfaces. The blunt tips on the shears were designed with the intent that accidental or incidental punctures be minimized during the employment of the tool.</p> |
|   | <p><b>Electrician's Scissors:</b> Scissors that have an upper blade that has notches for stripping 19- and 23-gauge wire. These are designed for telecom and electrical applications and heavy-duty use. The serrated lower blade reduces slippage. These scissors are made with strong, tough tempered steel and have a nickel-plated finish that resists corrosion.</p>  |
|  | <p><b>Utility Cutters:</b> Cutters feature an offset pivot design, a replaceable super-sharp stainless steel blade, an ergonomic handle design with vinyl grips and a handle latch for protective storage.</p>   |
|  | <p><b>Strap and/or Box Cutter Knife:</b> A guarded fixed position blade cutter designed for cutting tape, stretch film, straps, etc. Various Manufacturers/Model Numbers</p>   |
|  | <p><b>Cable Preparation Tools:</b> A tool that is compact and lightweight, capable of stripping insulation on cables.</p>  |







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|    | <p><b>Cable Cutter:</b> Scissor type cutter that is capable of cutting various diameters of cable, depending on the design.</p>  |
|    | <p><b>Diagonal Cutter:</b> Diagonal pliers, side cutter, wire cutters, diagonal cutting pliers, or dikes are wire-cutting pliers. They cut by indenting and wedging the wire apart, rather than by a shearing action like scissors. The beveled cutting edge allows for close cutting of wire.</p> |
|   | <p><b>Deburring Tool:</b> Designed for deburring of "rounded" edges by way of revolving "contour-following" blades. Good for internal finishing of round &amp; straight edges of steel, aluminum, copper and plastic materials.</p>  |
|  | <p><b>Hot Knife:</b> A cutting tool with a heated blade, used to cut materials such as nylon rope. It will cut and heat seal at the same time.</p>   |
|  | <p><b>Bolt Cutters:</b> A bolt cutter is a tool used for cutting chains, bolts and wire mesh. They typically have very long handles and short blades, with compound hinges to maximize leverage and cutting force.</p>   |
|  | <p><b>Retracting Utility Knife:</b> Utility knife with an automatic retracting blade or automatic safety hood that snaps and locks as soon as contact is lost with the cutting surface. Various Manufacturers/Model Numbers: Lewis K-710, Lewis K310, Martor Megasafe 116001</p>                   |



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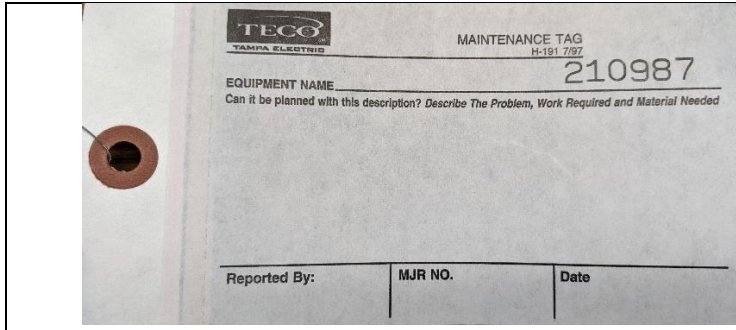
APPENDIX C – EXAMPLES OF PERSONAL PROTECTIVE EQUIPMENT

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|    | <p><b>Cutting Gloves:</b> Cut-resistant gloves provide cut, slash, and abrasion resistance. Use alone or with another glove as a liner. They are usually made of a Kevlar mesh or may be any other material designed and designated for cut resistance.</p>  |
|   | <p><b>Cut resistant sleeve:</b> Sleeves provide cut protection for forearms. Gauntlet length gloves also provide extended coverage to the forearm, as the cuff is extended up the arm. The material may be Kevlar, leather or other material designed and designated for cut resistance.</p>   |
|  | <p><b>Apron:</b> An outer protective garment that covers primarily the front of the body. The material may be Kevlar, leather or other material designed and designated for cut resistance.</p>  |
|  | <p><b>Chaps:</b> Sturdy coverings for the legs, usually of leather, consisting of leggings and a belt. They are buckled on over pants with the chaps' integrated belt, but they have no seat and are not joined at the crotch. They are designed to provide protection for the legs. They are usually made of leather or Kevlar.</p> |

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## APPENDIX D – EXAMPLE OF MAINTENANCE TAG



**Maintenance Tag:** Tag that allows team members to mark a cutting tool defective. Provide description of problem, date and reported by to ensure it gets repaired properly. Attach tag to tool, to ensure it is not returned to service.