



**NO FOOD, BEVERAGE,
CHEWING GUM OR
GLASS ITEMS ARE
ALLOWED IN THIS
AREA**

SPECIAL NOTICE
**CONTROL OF SHARP TOOLS
PROTOCOL IS TO BE
FOLLOWED WHEN
WORKING IN THIS AREA**

Control of Sharp Tools Protocol

1. Prior to the start of the job, managers or leads will collect all sharp tools from affected production areas.

2. At the start of the job and every shift, dept managers or leads will issue tools which will be numbered to appropriate staff and will log which tools were issued to whom.

Note: breakaway blades are prohibited

3. At every shift change, staff will hand in the issued tools and it will be logged and monitored by dept manager or leads.

4. At every shift change, if any tool can not be accounted for, department manager or leads will stop production and segregate the material produced during said shift until the tool has been accounted for.

5. Each incident of lost tools will be recorded and reviewed for corrective action.

Control of Sharp Tools Log

[illegible]