



Global Downstream

America's Products

Safety Standard

Control of Knife and Hand Cutting Tools

Table of Contents

1.0	Purpose, Objectives and Scope	1
1.1	Purpose.....	1
1.2	Objective.....	1
1.3	General Requirements.....	1
1.4	Scope.....	1
2.0	Terms and Definitions	1
3.0	Roles, Responsibilities and Training Requirements	1
3.1	Workers.....	1
3.2	Supervisors/Managers.....	1
3.3	Training.....	1
4.0	Procedure.....	2
4.1	Selection of cutting tools.....	2
4.2	Use of cutting tools	2
4.3	Exceptions.....	2
5.0	References.....	3
6.0	Other Guidance Documents.....	3
7.0	Revision History	3
	Appendix A: Table of Approved and Non-Approved Tools.....	4

Approved and Non-Approved Tools 4
Non Approved Tools 5

1.0 Purpose, Objectives and Scope

1.1 Purpose

The purpose of this Instruction is to provide guidance in the use of cutting tools. It includes the restriction of fixed blade and folding knives within the Richmond Refinery

1.2 Objective

The objective is to prevent injuries from the use of knives and cutting hand tools.

1.3 General Requirements

Due to the potential safety hazard that they pose, Company and contractor personnel are not allowed to use their own personal knives or any open-bladed knife. This includes ones previously distributed by the company or contractor. This control applies to all knives that have exposed sharp-edged blades that are fixed or can be opened and locked into a fixed position. The ban also applies to all types of multi-use tools. (*Leatherman©, Gerber Multi-Plier©, Swiss Army knives, etc*)

Personnel are required to use only approved, safer, alternative cutting tools while conducting work tasks within AP operated facilities. Tool approvals shall be obtained prior to use.

Refer to [Appendix A](#) for further information on the most appropriate, safe, alternative cutting tools for a specific job.

Note: This does not apply to fixed-blade knives used for food preparation by catering personnel. Such personnel must use the appropriate protective equipment and precautions when performing this work.

1.4 Scope

This policy applies to all employees and contractors working at Chevron AP Facilities.

2.0 Terms and Definitions

Job Hazard Analysis (JHA) – A JHA is a written process used to identify safety concerns and minimize hazards at the job site.

Self-retracting – Blade automatically retracts into the guard when pressure is removed from the trigger. No manual action is required.

3.0 Roles, Responsibilities and Training Requirements

3.1 Workers

It is the responsibility of all workers to ensure that they comply with this policy at all times and work injury-free.

3.2 Supervisors/Managers

It is the Supervisors responsibility to ensure that authorized tools are available for their employees and that their employees are using the correct tool for the job at hand.

3.3 Training

Review of this standard is required by all Employees and Contractors prior to performing any work. Witten acknowledgement from each contract company is also required.

4.0 Procedure

4.1 Selection of cutting tools

1. Workers are to review the task they are assigned to ensure that a knife is necessary to complete the task. If a different tool can be used that would reduce the risk then use it, (Use a file to de-bur PVC pipe do not ream with a knife).
2. Any EXCEPTIONS to this policy must be identified on the authorized exceptions list and used with Level 3 or better cut resistant gloves. A written exception form will be used with any Level 1 exception. See section 4.3.

4.2 Use of cutting tools

1. All approved knives must go through a visual inspection prior to each use to ensure they are free of defects. During initial inspection if a knife appears to be dull, discontinue use until it is properly sharpened.
2. Cut resistant level 3 or higher gloves are mandatory while handling, sharpening or using knives. This does not apply to food preparation
3. Make sure that all hazards and risks created by the sharp edge are addressed each time of use. Workers must be aware of the stored energy in the knife and what would happen if the knife slipped.
4. Prior to each and every step - assess, analyze and act – think about line of fire, where is the free hand, are there other workers nearby or could someone step into the line of fire while the knife is being used.
5. Best Practices
 - Always hold a knife by the handle
 - Maintain eye contact and stay focused through the entire cut
 - If the knife is to be passed to someone else – do not hand it to them. Instead, place the knife blade down on a flat level surface and then have the other person pick it up
 - Avoid using excessive force.
 - Do not pry, chop, or strike objects with knife
 - Never talk to others or be distracted while using a knife. If you need to address another situation, STOP cutting, secure the knife, and then address the situation
 - Never run with a knife or transport it over large distances without the protective sheath in place.
 - Always cut away from your body and/or opposing arm.

4.3 Exceptions

Recognizing that there are some tasks where an alternative cutting device is not yet available, we will use an exception approval procedure:

- One-time exceptions are to be approved by Chevron Area Manager/M&C Manager (Level 2 manager). This approval would be for a specific job and will be identified on JLA/JHA.
- When working in a marine environment, person in water craft are allowed to use open blade knives for prop clearing and urgent release of mooring/anchor lines.

5.0 References

Following is a complete list of the documents referenced by this standard:

Table 1. Document List

Title
Manufacturing Standard GR-130

6.0 Other Guidance Documents

Table 2. Document List

Title	File / Link Name

7.0 Revision History

Table 3. Revision History

Description	Global Downstream

Table 4. Amendment Details









Amendment Date	Detail






Appendix A: Table of Approved and Non-Approved Tools

Approved and Non-Approved Tools

Approved Tools

Table 5. **Approved Tools**

Work Task	Appropriate Tool	Photo
Electrical		
Electrical Stripping Tools		
Wire Stripping	Wire Stripper	
Removing Cable Jacket	Linemans Hook Blade <i>(Lineman Only)</i>	
Heavy Duty Line Work	Folding Hook Knife <i>(Must have locking blade)</i>	
Stripping Cable Jackets	Cable Stripper <i>(Electricians ONLY)</i>	
Insulation		
Insulation Cutting Tool		
Mineral Wool Insulation: Board, Pipe Cover and Tank Wrap (Enerwrap) – up to 6” diameter <i>(most commonly used for piping and equipment)</i>	Insulation specialty knife; serrated blade up to 8” blade length <i>(Insulators ONLY)</i>	
Calcium Silicate: Board, Pipe Cover <i>Used for hot piping and equipment</i>	Boning knife up to 7” or saw <i>(Insulators ONLY)</i>	
Removing gaskets and cleaning gasket surface	Flange Gasket Knife	
General Usage		
Cutting Tools		
General Cutting e.g.: Cardboard Box Opening; knives used to cut thru corrugated fiberboard	Safe-Use Utility Knife <i>(self retracting)</i>	

Work Task	Appropriate Tool	Photo
Designed to cut shrink wrap, polypropylene strapping, stretch wrap, plastic sheeting, bubble wrap, leather, nylon, belting, sacks, bags, tape slitting.	Concealed blade safety knife	
Cut resistant gloves are mandatory while handling, sharpening and using knives for industrial use.	Kevlar/Dynema Level 3 or higher	
Food Preparation	Kitchen Knife	
Cutting Paper, Cardboard	Scissors	
Band Cutting	Band Cutting Shears	

Non Approved Tools

The following list below, are examples of non approved tools. The list is not all encompassing, but reflects types and styles.

Table 6. Non-Approved Tools

Examples of Non-approved cutting tools	Photo
Multi Use Tool – Any brand Leatherman, Gerber, Swiss Army, etc.	
Belt Knife	

Examples of Non-approved cutting tools	Photo
Pocket Knife	
Hunting Knife	
Razor Blade Scraper	
Razor Blade Knife	
Knife Snap Blade	
Box Cutter	