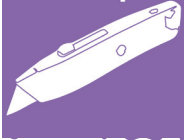


Sharps



# THE POSSIBLE ZONE



## Sharps

THIS GUIDE IS NOT A  
SUBSTITUTE FOR TRAINING  
OR FOR THE USER MANUAL.  
THIS GUIDE SERVES AS A  
REFRESHER ONLY. USERS MUST  
BE CERTIFIED TO USE TOOLS  
INDEPENDENTLY.

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### SHARPS LOCK BOX

SHARPS AND SUPPLIES LIVE IN THE SHARPS LOCK BOX IN EACH DESIGN LAB. YOU CAN FIND THESE ON THE PEGBOARD SHELF. EACH SHARPS LOCK BOX CONTAIN THE ITEMS BELOW AS WELL AS REPLACEMENT BLADES.

IF YOU HAVE TRAINING AND NEED ACCESS TO THESE SUPPLIES ASK A TPZ STAFF MEMBER.



### 18MM BLADE UTILITY KNIFE

**FEATURE:** SCORED 18MM BLADES FOR EASE OF SNAPPING THE END OFF TO HAVE A FRESH BLADE

**MATERIALS:** CARDBOARD & CHIPBOARD

**RULER/STRAIGHT EDGE:** A METAL STRAIGHT EDGE WITH A NON-SLIP BACKING LIKE RUBBER OR CORK ONLY. NO PLASTIC



### ROTARY KNIFE

**FEATURE:** HAS A CIRCULAR BLADE THAT ROTATES

**MATERIALS:** FABRIC

**RULER/STRAIGHT EDGE:** A METAL STRAIGHT EDGE WITH A NON-SLIP BACKING LIKE RUBBER OR CORK. OR A THICK PLASTIC RULER SPECIFICALLY DESIGNED FOR FABRIC. FLIMSY PLASTIC RULERS ARE STILL UNSAFE.



### SHARPS CONTAINER

NEVER CUT WITH DULL BLADES. ALWAYS USE SHARP BLADES. DULL BLADES CAN BE PUT IN THE SHARPS CONTAINER.

EVERY SHARPS CASE CONTAIN TWO CONTINERS FOR DISPOSING USED BLADES, ONE FOR THE EXACTO (OLFA) AND ONE FOR THE ROTARY KNIFE.



### CUT-RESISTANT GLOVES

WITH AN ANSI CUT RESISTANCE LEVEL OF A5 OR HIGHER. THIS PERSONAL PROTECTIVE EQUIPMENT [PPE] IS REQUIRED.

PLEASE NOTE  
CUT-RESISTANT GLOVES WILL NOT PROTECT YOU FROM PUNCTURE HAZARDS.



# SHARPS

KEEP IT SAFE

TAKE PROPER SAFETY PRECAUTIONS

Pg. 3



Use caution when working with sharp tools. Retract knife when not in use.

Make sure to cut with a sharp knife. Sharp knives need less force to cut and are easier to control cutting.

Avoid adding force that causes the blade to bend. This could snap the blade unexpectedly.

Always dispose sharps in designated area.



When cutting, expose 18mm blade no more than one to two score lengths

Make sure to wear cut resistant gloves.

Use the correct ruler/straight edge depending on your blade (see page 2). While cutting, apply force the straight edge not the knife

Make sure to cut on a sturdy work surface with a cutting mat.



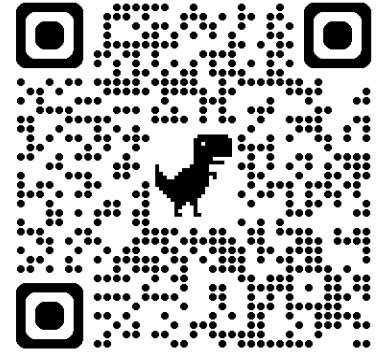
To cut, start at the top of the material and move in a downward direction off to the side of your body.

Never cut towards your body or side to side relative to your body

Depending on material toughness and thickness make multiple passes to cut all the way through

### SHARPS DOCUMENTATION

- Check out our Notion Site for full documentation. Reminder that this guide or the documentation is not a substitute for training. Those that would like to use the sharps should get training from a TPZ technician or trained staff member.
- See Full Sharps Documentation .....



### 18MM (OLFA) EXACTO BLADE

- Take out your 18mm Olfa exacto blade
- Loosen the ratchet a few turns.
- The blade should now be free to slide forward. Expose 1-2 notches of the blade. If the tip of the blade looks dull see the tutorial on blade snapping in QR code.
- Once the blade is exposed, tighten the ratchet so the blade no longer slides.



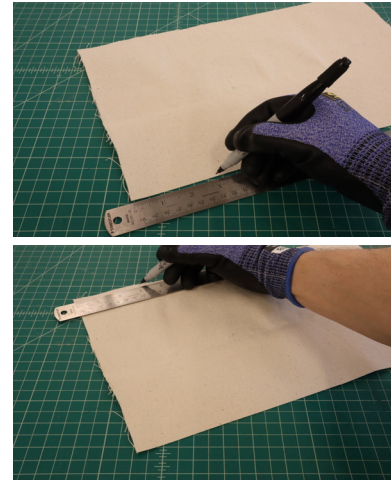
### EXACTO BLADE MEASURE AND CUT

- To measure and cut a piece of material, line up your ruler's/straight edge's "0" to the lower corner of the material.
- Cut a tick mark at desired length on the chipboard on both sides.
- Insert the knife into the lower tick mark you made. Starting from top to bottom, carefully score the chipboard until cut all the way through.



### ROTARY KNIFE

- Rotary cutters are used to cut fabric
- Grab your a piece of fabric.
- Using a pen or marker mark your desired length on both sides
- Line up your straight edge/ruler to the tick marks.
- Pull the safety button down to expose the blade.



### ROTARY KNIFE MEASURE AND CUT

- Starting from top to bottom, cut the fabric. Depending on the toughness of the material, you may be able to cut in 1 pass assuming your knife is sharp.
- Make sure that your cutting path in moving past and away from your body.
- Push the the safety button up to cover the blade when finished.



### REPLACING BLADE

- Every sharps case contain two containers for disposing used blades, one for the exacto (olfa) and one for the rotary knife.
- See Sharps documentation for step by step instructions on how to replace blades.
- When the container is full, Let a staff member know. It will be brought down to the Steam Team and they will empty it into the large sharps container.





### SET UP CONFIRMATION

USE THE FOLLOWING CHECK LIST TO INSURE THAT YOU ARE USING THE TOOLS SAFELY AND PROPERLY.

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### SELF CHECK

- Wear cut resistant gloves
- Check that sharps knife's blade is sharp
- Dull blades are put into sharps container
- When exposing the blade, only show one to two score lengths
- Use the right kind of straight edge/ruler. Strong grip-No flimsy plastic rulers
- Put more force on the straight edge than the knife
- Work on a cutting mat
- Cut from top to bottom, cutting away from the body and NEVER from side to side
- Do not bend the blade
- Take multiple passes if working with thick material

### CLEAN UP

- Dispose of dull or chipped blades
- Toss any small debris into the trash
- Place all items and sharps back into the lock box as found
- Lock sharps box and place back on pegboard shelf as found.

This Machine Training Curriculum derives from the framework developed by Autodesk Pier 9 and posted on [www.instructables.com/pier9/](http://www.instructables.com/pier9/) Many thanks to the wonderful people of AutoDesk Pier 9.