

## STANDARD OPERATING PROCEDURE

# Hot Glue Gun

**DO NOT** use this tool unless you have been trained and assessed to a competent level in its safe use and operation, and have been given permission to use this equipment.



Safety glasses must be worn when operating this equipment.



Long and loose hair must be contained when operating this equipment.



Covered footwear must be worn when operating this equipment.

### PRE-OPERATIONAL SAFETY CHECKS

1. Ensure that risk assessment has been read. **UQ risk assessment task ID #29795.**
2. Check workspace and walkways to ensure no slip-hazards are present.
3. Check equipment is fitted with a current electrical safety test tag.
4. Examine the power cord for damage.
5. Locate and ensure you are familiar with the operation of the ON/OFF switch.
6. Ensure the correct size glue gun is selected for the job.
7. Ensure gun is fitted with the correct size glue stick.
8. Faulty equipment must not be used. Immediately report suspect equipment.

### OPERATIONAL SAFETY CHECKS

1. Never carry a power tool by the power cord or disconnect the tool by yanking the power cord.
2. Ensure that the work piece is securely held or clamped whilst working.
3. Between operations, ensure tool is switched off and all hot items are rested safely to prevent inadvertent contact with skin or material.
4. Use a safe working posture (beware of hair, skin or clothing in line with heated air stream).
5. Ensure adequate ventilation or, whenever possible, use fume extraction/filtration.

### HOUSEKEEPING

1. Allow all tools and workpieces to cool down before handling or storing.
2. Ensure tool is rested on an appropriate stand or bench whilst cooling.
3. Switch off the tool and unplug.
4. Return all tooling and fixtures to the correct storage location.
5. Ensure the equipment and work area are in a safe, clean and tidy state after job is completed.
6. Return surplus material to stock & dispose of waste material in an appropriate recycling or waste bin

### POTENTIAL HAZARDS

- Burns from hot glue or material
- Inhalation of fumes
- Electric Shock
- Eye injuries

### FORBIDDEN

- Distracting operator
- Removal or modification of safety devices
- Using equipment with lapsed test tag

This SOP does not necessarily cover all possible hazards associated with the machine and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to machine use.