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| **SAFE OPERATING PROCEDURE**  **HOT GLUE GUN** | |
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| **DO NOT** use this machine unless the Supervisor has instructed you in its safe use and operation and has given permission | |
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| Approved safety glasses must be worn at all times in work areas. | **Prohibition circle**Prohibition circleA suitable P2 or P3 filter mask *must* be worn whenever potentially toxic smoke and fumes are created. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | A suitable protective workshop apron and gloves are advisable. |

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### **CAUTION: HMA glues melt at 130ºC – 220ºC**

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### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Examine the power lead and tool for obvious damage.**
2. **Check there is a supply of suitable HMA glue sticks.**
3. **Ensure that the cord does not create a slip/trip hazard.**
4. **Ensure the workspace is well ventilated.**
5. **Never leave the tool unattended when turned on or still hot. Leave unplugged when not in use.**

#### OPERATIONAL SAFETY CHECKS

1. **Turn on and pre-heat the melting element tip 5-10 minutes prior to using the glue gun.**
2. **Keep fingers clear of the extremely hot tip and molten glue.**
3. **Always wear safety glasses and gloves that are resistant to hot temperatures to protect against burns.**
4. **During use, keep the gun in a position where it will have no contact with objects that easily catch fire. It is best placed on a support stand with the nozzle facing down.**
5. **When placed on the support stand, place a material such as cardboard below the tip to help catch any molten glue that drips from the tip. The gun should never be placed on its side as the hot tip or molten HMA glue can cause a fire.**
6. **Avoid prolonged use. This could overheat the tip element, causing it to fail,**
7. **If the element tip does not heat up efficiently, turn the glue gun off and report the fault to the Supervisor.**
8. **Never leave the glue gun tool unattended when still switched ON or when switched OFF but still HOT.**
9. **Turn off and wait until the tip element has completely cooled before storing the glue gun away correctly.**

#### HOUSEKEEPING

1. **Switch off, unplug and allow to cool down before storing.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Hot surfaces and molten HMA glue ◼ Burns ◼ Fire**
  + **Electricity ◼ Eye injuries ◼ Toxic fumes**

This SOP does not necessarily cover all possible hazards associated with the tool 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 tool use.

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