

SAFE OPERATING PROCEDURE

Task/Equipment Description: HOT MELT GLUE GUN







Potential Hazards and Risks:

- Burns
- Electricity
- Eye injuries
- Hot surfaces and molten HMA glue
- Toxic fumes
- Fire
- **CAUTION: HMA glues melt at 130°C – 220°C**

DO NOT use this equipment unless you have been trained in its safe use and operation.

Glue guns and hot melt adhesives are generally safe to use and pose virtually no hazards to health. However, adhesives are used in a molten state at high temperatures. There may be a small risk of harm, such as burns and damage to surfaces if they're not used correctly and safely.

Required Personal Protective Equipment (PPE)

| | Gloves (Cotton or heat resistant) | Eye Protection | Appropriate Footwear | Protective Workshop Apron |
|--------------|---|---|---|---|
| PPE ✓ |  <input type="checkbox"/> |  <input type="checkbox"/> |  <input type="checkbox"/> |  <input type="checkbox"/> |

ALWAYS

Wear appropriate PPE for the task

Always wear protective clothing: overalls or long sleeve shirts, closed-toe shoes, and safety glasses or goggles. A suitable protective workshop apron and cotton or heat resistant gloves are advisable

Keep long hair tied back.

Make sure the work area is clean, dry, and clear of flammable materials and loose cables.

NEVER

Use the tool if damaged or unserviceable

Never tilt a hot glue gun upwards – or for gluing overhead items.

Never remove the nozzle when cold – it can cause thread damage. Remove the nozzle while it's still warm, wearing protective gloves.

Never remove a part melted glue slug/stick through the back of the gun as this may damage the feed mechanism.

Safe Operating Procedure:

1. Pre-Operation – Safety Checks:

- Before use, check for damage to the gun's casing and fraying to the electrical cord and plug.
- Is there a supply of suitable HMA glue sticks?
- Is the cord out of the way so as not to create a slip/trip hazard?
- Is the workspace well ventilated?
- Will the machine be attended for the duration that it is switched on? Leave unplugged when not in use.

2. Operation – Safety Procedure:

- Turn on and pre-heat the melting element tip 5-10 minutes prior to using the glue gun.
- Keep fingers clear of the extremely hot tip and molten glue.
- Always wear safety glasses and leather gloves that are resistant to hot temperatures to protect against burns.
- 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.
- When placed on the support stand, place a material such as cardboard or use a drip mat below the tip to help catch any molten glue that drips from the tip.
- Avoid prolonged use. This could overheat the tip element, causing it to fail.
- If the element tip does not heat up efficiently, turn the glue gun off and report the fault to your supervisor.
- Unplug the glue gun if you're not going to use it for over 40 minutes.
- Never leave the glue gun tool unattended when still switched ON or when switched OFF but still HOT.
- Turn off and wait until the tip element has completely cooled before storing the glue gun away correctly.

3. Post-Operation – Housekeeping:

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

Safety Advice:

| | |
|---|--|
| Inhaled hot melt fumes | Stop working and get some fresh air. Seek medical advice if you have any respiratory problems. Hot melt fumes are generally safe – unless the glue has overheated. Overheating could potentially release toxic vapours. In this case, seek medical advice immediately if you accidentally inhale fumes. |
| Hot melt glue in eyes | Rinse your eyes thoroughly with cold water. Seek medical attention immediately. |
| Molten hot melt glue on skin | Plunge the skin into cold water straight away until the burning sensation subsides – usually for around ten minutes. Don't attempt to remove the molten glue. This could pull away layers of skin and leave a raw wound. If your fingers are coated with molten adhesive, keep them moving while it cools to prevent a tourniquet effect. |
| Removing dried hot melt glue from skin | Don't remove glue from the skin without seeking medical attention. There could be a deeper burn or wound underneath. Olive oil or liquid paraffin can slowly soften adhesive. Soak the oil into a cotton wool pad and gently soften the glue with a circling motion. Once the glue has been removed, treat the area as a typical burn. You may need antibiotic cream and dressing – with the advice of a doctor. |
| Accidental ingestion of hot melt glue | If you've accidentally swallowed hot melt glue, seek medical attention immediately. Drink lots of water but don't induce vomiting. Never give anything by mouth to someone unconscious. |

I have read and understood this Safe Operating Procedure (SOP) **HOT MELT GLUE GUN**

| Name: | Signature: | Date: |
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