

LOCATION	WRITTEN BY:	APPROVED BY:	DATE CREATED	LAST REVISION
All Schools	L. Carriere	Safety Committee	September 4, 2014	New

HAZARDS PRESENT	ADDITIONAL REQUIREMENTS
✓ Burns	<ul style="list-style-type: none"> ✓ Equipment Orientation ✓ Long and loose hair must be tied back. Gloves may be required – see your instructor / supervisor.

SAFE WORK PROCEDURE

DO NOT use this machine unless a teacher has instructed you on its safe use and operation and has given permission.

Pre-Operational Safety Checks:

1. Ensure that the electrical power cord, wall receptacles and operating switches are undamaged and in good working condition.
2. Good housekeeping habits must be employed and the floor and surrounding area must be dry and free of tripping hazards.
3. Remove all flammable items from the work area.
4. Plug in glue gun and allow to pre-heat.

Safe Work Procedure:

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment (PPE).
3. Test glue is sufficiently heated – squeeze a small amount on to paper.
Caution: Careful of the glue “strings” when moving the glue gun. The glue is extremely hot and can burn. Do not touch hot glue with any part of your body.
4. Squeeze required amount of glue onto items to be affixed.
5. Return glue gun to its resting station.
6. Glue items together and hold until glue sets and cools.

Housekeeping:

1. Unplug the glue gun and allow to cool.
2. Remove hardened glue from the work area and place into the garbage
3. Once cooled, remove any excess glue from the glue gun tip and outer housing.
4. Return the glue gun to its storage area.

If and emergency situation occurs while conducting this task or if there is a spill; stop what you are doing, remove students from the area and contact the Principal and the Safety Officer.

REPORT ANY HAZARDOUS SITUATION TO YOUR INSTRUCTOR / SUPERVISOR IMMEDIATELY

REGULATORY REQUIREMENTS

- Mb. Regulations 217/2006,
 - Part 2, Section 2.1, Safe Work Procedures
 - Part 6, Section 6.1, Personal Protective Equipment
 - Part 16, Machine & Tool Safety
- WS&H Act W210,
 - Section 4, 5, 7, 7.1
- Operators Manual