



Scouts SA – Safe Operating Procedure

WHS-SOP-011

Hot Glue Gun

DO NOT use this equipment unless you have been instructed in its safe use and operation, and have been given permission

This SOP does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with manufacturer's instructions. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

PRE-OPERATIONAL SAFETY CHECKS

- ✓ Check workspace and walkways to ensure no slip-hazards are present.
- ✓ Examine the glue gun and cord for damage.
- ✓ Ensure the workplace is well ventilated.
- ✓ Unplug the glue gun when not in use.
- ✓ Faulty equipment must not be used. Immediately report suspect equipment.

OPERATIONAL SAFETY CHECKS

- ✓ Turn on and let the gun heat up for 5-10 minutes before use.
- ✓ Keep fingers clear of the hot tip and glue.
- ✓ Always wear safety glasses and heat resistant gloves to protect against burns.
- ✓ During use, keep the glue gun in a position where it cannot contact objects that easily catch fire.
- ✓ Never place the gun on its side.
- ✓ Avoid prolonged use.

CLEANING UP

- ✓ Turn off power
- ✓ Never leave the glue gun unattended when it is hot.
- ✓ Wait until the tip element is completely cool before storing the glue gun away.
- ✓ Leave machine and workspace in a safe, clean and tidy condition

POTENTIAL HAZARDS AND INJURIES

- ⓘ Hot surfaces
- ⓘ Hot glue
- ⓘ Electricity.
- ⓘ Eye injuries.
- ⓘ Toxic fumes
- ⓘ Fire

DON'T

- ✗ Do not use faulty equipment. Immediately report suspect equipment.
- ✗ Do leave the glue gun unattended if hot.

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Document Controller

Risk and Compliance Manager

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