



Safe Work Procedure – Hot Melt Glue Gun

Authorised by HR Manager

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DO NOT use this equipment unless you are authorised to use it and, have been instructed in its safe use and operation



Safety glasses must be worn at all times in work areas



Appropriate protective footwear with substantial uppers must be worn



Protective leather gloves should be worn when using this equipment.



A suitable workshop apron is advisable.



Close fitting/protective clothing must be worn



A suitable P2 or P3 filter mask should be worn whenever potentially toxic fumes are created.

POTENTIAL HAZARDS:

- Include hot surfaces & molten HMA glue, electricity, burns, eye injuries, toxic fumes and fire

PRE-OPERATIONAL SAFETY CHECKS

- Examine the power lead & tool for obvious damage
- Check there is a supply of suitable HMA glue sticks
- Ensure that the cord does not create a slip/trip hazard
- Ensure the workspace is well ventilated
- People often show curiosity towards a hot-melt glue guns. Never leave the tool unattended when turned on or still hot.

OPERATIONAL SAFETY

- Turn on and pre-heat the melting element tip for 5-10 mins prior to using the glue gun
- Keep fingers clear of the 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 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
- 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
- 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

POST-OPERATION:

- Removing hot melt adhesive from machinery components
- Switch off, unplugged & allow to cool down before storing.
- Leave the work area in a safe, clean, & tidy condition.

SAFETY INFORMATION

The gun uses a continuous-duty heating element to melt the plastic glue, which the user pushes through the gun either with a mechanical trigger mechanism on the gun, or with direct finger pressure. The glue squeezed out of the heated nozzle is initially hot enough to burn and even blister skin. HMA glues melt at 130°C - 220°C

