

Risk Assessment Guidance

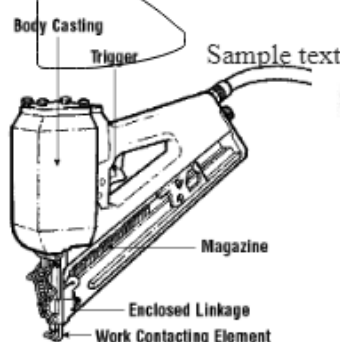
Title

This risk assessment guidance has been produced to cover the use of air-powered staplers.

Air powered staplers will require a compressed air supply or compressed air cylinder which are covered by a separate guidance.

If connecting to a fixed supply ensure that it is connected and isolated correctly and avoid leaving unattended lines connected to supplies.

Air Stapler / Compressor



Job Sequence	Hazard Identification	Controls
Conduct pre-operational checks	Damaged parts	Pre-inspection checks should be carried out to ensure that the staple gun and compressor are in good condition. All air-lines must be securely fitted and the air pressure set at the right level for the air stapler.
	Servicing & maintenance	Both the air stapler and the compressor must be maintained as recommended by the manufacturer, records of servicing and maintenance must be kept.
	Electric Shock	All electrical tools must be PAT tested; if this equipment has been hard wired into the fixed installation there must be local isolation.
	Leads and hoses which could be tripped over	Power leads or air pipes present a tripping hazard and may be damaged, presenting electrical or compressed-air hazards. The area around the workspace should be kept clear of trailing leads. All trailing leads or hoses should be tapped down or matted.
Use of Air Powered Staple Gun	Safe Operation	<p>Disconnect from air supply before refilling, servicing or performing maintenance.</p> <p>The staple gun must be maintained as per manufacturers recommendations and records kept.</p> <p>Replace or repair damaged parts.</p> <p>Use in a suitable clean and tidy work area, free from unrelated materials and ensure there is adequate lighting and space.</p> <p>Ensure the work piece is secure before operating the staple gun. Never hold a workpiece by hand.</p>
	Air Pressure	When the staple gun is put down during pauses in operation, ensure that the trigger catch slide is not depressed by the weight of the staple gun or by

Risk Assessment Guidance

		<ul style="list-style-type: none"> That the staple gun must never be directed towards themselves or other people. Materials being stapled must not be held by hand.
Occupational Health	Musculoskeletal	<p>Prolonged exposure to vibration the staple gun may pose a health risk. If you need to use the staple gun for prolonged periods of time you should speak to your supervisor about the need for regular breaks.</p> <p>'Anti-Vibration' gloves are available that will also help reduce the risks from 'hand arm vibration' associated with the use of this equipment.</p>
Personal Protective Equipment	PPE	<p>These tools must be used with the following PPE:</p> <ul style="list-style-type: none"> Eye protection 'Anti-vibration' gloves (optional)
First Aid		<p>Make sure you are aware of the first aid provisions in place.</p> <p>All accidents & near misses must be reported to your Supervisor</p>

All persons working with this equipment or within close vicinity must sign and show that they have read and understood the risk assessment guidance and that they will follow the above control measures set out whilst working.

Additional Guidance	COSHH Assessment	Method Statement	Other (Specify)
Compressed air supply		N/A	Only trained persons are allowed to operate this equipment.
Name			
Signed			Date

Risk Assessment Guidance

		<p>placing the staple gun in a position that could put pressure on the trigger catch slide.</p> <p>Never carry the staple gun by the air hose.</p> <p>Ensure correct air pressure is maintained and not exceeded. Observe the information in figure 1 & 2 below regards air fittings and connections.</p> <p>During extended breaks in operation disconnect the staple gun from the air supply.</p> <p>Keep the air hose away from heat, oil and sharp edges. Check air hose for wear before each use and ensure that all connections are secure.</p> <p>The compressor must be suitable for use with air powered staple guns, in good condition and maintained in accordance with the manufacturers recommendations.</p>
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p>fig 1</p> </div> <div style="text-align: center;"> <p>fig 2</p> </div> </div>		
Work Environment	<p>General environment</p> <p>Housekeeping</p>	<p>There should be suitable lighting to be able to carry out the works safely and sufficient 'clear' space for the operatives and materials.</p> <p>Good housekeeping should be maintained including regular clearing of waste materials and avoiding training leads and airlines.</p>
Training	Untrained person	<p>Only trained people are permitted to use air powered staple guns on the production, they must be made aware of this risk assessment and pay particular attention to the principal risks when operating these tools including:</p> <ul style="list-style-type: none"> • Ensure airlines are securely connected before use; • That the air supply is removed before re-loading the staple gun; • That the staple gun must not be used for prolonged periods without taking breaks (HAV);