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| ***Portable_Plant_SOP*****HOT MELT GLUE GUN**🗹 |
| ***Students must complete the checklist below with a tick in every box before operating this portable power equipment*** |
| **Has your teacher given you instruction on the safe use and operation of this equipment?** | **🗆** |
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| **Has your teacher given permission for you to use this equipment?** | **🗆** |
|  | Are you wearing approved safety glasses?. | **🗆** |
| Foot Protection circle | Are you wearing protective footwear with substantial uppers?. | **🗆** |
|  | Are you wearing a suitable P2 or P3 filter mask whenever potentially toxic smoke and fumes are created?  | **🗆** |
|  | Are you wearing a suitable protective workshop apron? | **🗆** |
|  | Are you wearing protective leather gloves?  | **🗆** |
| **Have you read the important information section on the reverse?** | **🗆** |
|  **PRE-OPERATIONAL SAFETY CHECKS** |  |
| 1. Are the power lead and tool free from damage?
 | **🗆** |
| 1. Is there a supply of suitable HMA glue sticks?
 | **🗆** |
| 1. Is the cord out of the way so as not to create a slip/trip hazard?
 | **🗆** |
| 1. Is the workspace well ventilated?
 | **🗆** |
| 1. Will the machine be attended for the duration that it is switched on? Leave unplugged when not in use.
 | **🗆** |

Paste pages 1 and 2 back to back – cut out this section – laminate and trim to size

Hot Melt Glue Gun

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| ***Portable_Plant_SOP*****HOT MELT GLUE GUN****Air Compressor** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Turn on and pre-heat the melting element tip 5-10 minutes prior to using the glue gun.
2. Keep fingers clear of the extremely hot tip and molten glue.
3. Always wear safety glasses and leather gloves that are resistant to hot temperatures to protect against burns.
4. During use, keep the gun in a position where it will have no contract with objects that easily catch fire. It is best placed on a support stand with the nozzle facing down.
5. 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.
6. Avoid prolonged use. This could overheat the tip element, causing it to fail.
7. If the element tip does not heat up efficiently, turn the glue gun off and report the fault to your teacher.
8. Never leave the glue gun tool unattended when still switched ON or when switched OFF but still HOT.
9. Turn off and wait until the tip element has completely cooled before storing the glue gun away correctly.
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| **CAUTION: HMA glues melt at 130ºC – 220ºC**  |
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| **HOUSEKEEPING** |
| 1. Switch off, unplug and allow to cool down before storing.
2. Leave the work area in a safe, clean and tidy condition.
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| **POTENTIAL HAZARDS** |
| ◼ Burns ◼ Electricity ◼ Eye injuries ◼ Hot surfaces and molten HMA glue ◼ Toxic fumes ◼ Fire |

 **Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_