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| ***Portable_Plant_SOP*****STAPLE 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 and face shield?. | **🗆** |
| Foot Protection circle | Are you wearing protective steel-toed work boots?. | **🗆** |
| Hearing Protection circle | Do you, and others around you, have appropriate hearing protection? *(Class 5 – SLC80 >26 dB)* | **🗆** |
|  | Is your long or loose hair contained or restrained?  | **🗆** |
| mand154_safety_overalls_must_ | Are you wearing sturdy work wear clothing or overalls?  | **🗆** |
| Prohibition circle | Have you removed all your exposed rings and jewellery?  | **🗆** |
| **Have you read the important information section on the reverse?** | **🗆** |
|  **PRE-OPERATIONAL SAFETY CHECKS** |  |
| 1. Has the actuation muzzle been serviced and checked for safe operation?
 | **🗆** |
| 1. Has an exclusion zone been established with barricading and appropriate signage?
 | **🗆** |
| 1. Are you aware of departmental safety alerts for the equipment? (check with your teacher)
 | **🗆** |
| 1. Are you familiar with the type of nail gun you are about to operate and how it is powered? i.e. compressed air, electricity, explosive gas, etc.
 | **🗆** |
| 1. If a pneumatic nail gun is to be used, has the air compressor been inspected and checked for safe operation use?
 | **🗆** |
| 1. Have you inspected the equipment for any obvious mechanical defects?
 | **🗆** |

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

Staple Gun

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| ***Portable_Plant_SOP*****STAPLE GUN****Air Compressor** |
| **Important information – read before use** |
| **OPERATIONAL SAFETY CHECKS** |
| **DO NOT use faulty equipment – report this immediately to your teacher** |
| 1. Stapling will be more successful if you have a firm, stationary and non-cushioned surface underneath the work piece.
2. Use clamps to secure and support the work piece to a steady platform or work bench.
3. Be very aware of others who may be working nearby.
4. Keep finger off the trigger when not firing staples or when carrying. The centre of gravity at the trigger makes it easy to accidentally fire the staple gun.
5. NEVER use a staple gun if the ‘safety’ or trigger does not operate properly. Report this to your teacher.
6. Be careful to always keep your hands and feet away from the nose of the staple gun when firing staples.
7. Fire staples into appropriate surfaces ONLY. Do not fire staples on top of another – they may ricochet.
8. Never rest the staple gun against any body part, or try to climb a ladder with the staple gun cradled against your body. Never point a staple gun at anyone.
9. Empty out unused staples before clearing a staple jam.
10. Never leave the staple gun unattended when it is still plugged into the AC power source.
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| **NEVER use a bump-fire staple gun in a school workshop environment** |
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| **HOUSEKEEPING** |
| 1. Return this tool to the appropriate storage cupboard.
2. Leave the work area in a safe, clean and tidy condition.
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| **POTENTIAL HAZARDS** |
| ◼ Moving, sharp parts ◼ Slips, trips and falls ◼ Excessive noise ◼ Pinch and squash ◼ Ejected material ◼ Eye injuries ◼ Dusts (using compressed air)  |
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| **FORBIDDEN** |
| * Students must NEVER operate a stapling gun of any model or operational mode when working on ladders, high platforms, or in confined spaces.
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 **Date of last review:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_