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| ***Portable_Plant_SOP*****STAPLE GUN** |
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| **DO NOT** use this machine unless a teacher has instructed you in its safe use and operation and has given permission |
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| Approved safety glasses and a face shield must be worn at all times in all ITD spaces. | Hearing protection *(Class 5 – SLC80 >26 dB)* must be worn when noise levels are identified as excessive.  |
| Foot Protection circleAppropriate protective steel-toed work boots with substantial uppers must be worn in all ITD spaces. | Long and loose hair must be contained or restrained.  |
| mand154_safety_overalls_must_Sturdy work wear or overalls are recommended.  | Rings and jewellery should not be worn when using this portable power tool.  |

### **Never operate a faulty electrical power tool. Report it to your teacher.**

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### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Check that the actuation muzzle has been serviced and is in good condition for the safe operation of the tool.**
2. **Establish an appropriate exclusion zone with barricading and appropriate signing.**
3. **Be aware of departmental safety alerts with this equipment (check with your teacher).**
4. **Familiarise yourself with the type of nail gun you are about to operate and how it is powered i.e. compressed air, electricity, explosive gas, etc.**
5. **If you are using a pneumatic nail gun, inspect the condition of the air compressor.**
6. **Inspect the equipment for any obvious mechanical defects.**

#### OPERATIONAL SAFETY CHECKS

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 workbench.**
3. **Be very aware of others who may be working nearby.**
4. **Keep your finger off the trigger when not firing staples or when carrying around. 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.**
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 cleaning 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 stale gun in a school workshop environment.**  |

#### HOUSEKEEPING

1. **Return this tool to the appropriate storage cupboard.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Sharp projectiles ◼ Pinch and squash ◼ Electricity**
	+ **Sparking, fire and explosion ◼ Eye injuries**

## FORBIDDEN

* + **Students must NEVER operate a stapling gun of any model or operational mode when working on ladders, high platforms or in confined spaces.**

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