



LOCATION OF WORK:	WRITTEN BY:	APPROVED BY:	DATE:	LAST REVISION:
All Schools	Lorie Carriere	S&H Committee School Principal	Sept 4, 2014	July 7, 2017 July 4, 2023

PHOTOS

Photo	Primary Risk Area
	 Hot nozzle, Hot glue

HAZARDS PRESENT	PERSONAL PROTECTIVE EQUIPMENT (PPE)	ADDITIONAL REQUIREMENTS
<ul style="list-style-type: none"> • Burns, nozzle tip • Burns, hot glue 	<ul style="list-style-type: none"> • Long and loose hair must be tied back. Rings and jewelry (long necklaces/bracelets, etc.) must not be worn. • Safety glasses • Disposable, heat resistant gloves may be used. 	<ul style="list-style-type: none"> • Equipment orientation • Read & understand general safety procedures • Instructor supervision is required • Never leave machine running unattended • Use tools only for their intended purpose • Never store/use chemicals near machine for risk of fire/explosion hazard.

SAFE WORK PROCEDURE

DO NOT use this machine unless a teacher has instructed you on its safe use and operation, has given permission, and supervision is present.

PRE-USE INSTRUCTIONS:

- Check the electrical cord for any signs of damage or deterioration before plugging it in. A cord in bad condition can present a possible fire risk.
- Ensure the nozzle is free of old glue residue before turning on.

- Insert a new glue stick behind the old one in order to avoid overheating.
- 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 teacher.
- Never leave the glue gun tool unattended when still switched ON or when switched OFF but still HOT.
- Never remove glue sticks from glue gun, this could damage the mechanism.
- Never insert other objects into the glue gun than the recommended glue sticks.
- Allow the glue gun to cool naturally. Do not try to speed up the process by holding under water. This will ruin the glue gun.
- ***Work with the glue gun should occur on a table or desk and not on the floor where it can easily be kicked or knocked over or where kids are gluing over their legs.***

PROCEDURE:

1. Inspect required personal protective equipment and replace if required.
2. Put on all required personal protective equipment (PPE).
3. Insert a glue stick into the circular opening at the back of the gun. Slide it in until it stops. If there is already a partially used glue stick in the gun, finish that stick before inserting a new one. Your glue gun does not need to be loaded with a new stick for each project.
4. Ensure the tip is pointed down while refilling.
5. Rest the glue gun on the wire support stand at its base when it is not in use and while heating. Never lay an active glue gun on its side. It is best placed on a support stand with the nozzle facing down.
6. Turn on by plugging the gun in or turning on the on/off switch. Pre-heat the melting element tip 5-10 minutes prior to using the glue gun.

Caution: Keep fingers clear of the extremely hot tip and molten glue. Always wear safety glasses and gloves that are resistant to hot temperatures to protect against burns.

7. When not in use, place the glue gun on the support stand, place a material such as cardboard or foil below the tip to help catch any molten glue that drips from the tip.
8. To add glue to the project, lightly squeeze the trigger to release the melted glue. Aim the nozzle of the glue gun downwards and place it close the item you will be gluing.
9. Glue directly onto the item's surface, leaving the nozzle in contact. Apply the glue smoothly in dots, swirls, or straight lines. Avoid saturating the item you are gluing or applying the glue in messy globs. Glue can set up rather quickly, so only use as much as you need.
10. Spread the glue with the tip of the glue gun or a spreader stick. Do not use your fingers. Popsicle sticks work well for this purpose.

Caution: Glue is hot, using your fingers to spread hot glue will result in burns. Once glue has adhered to your fingers it is hard to get off. Do not use your fingers to remove hot glue from your hands. Wipe on a paper towel or run under cold water to cool the glue. Then remove. Students need to be reminded to concentrate on their gluing and not get distracted. Distraction can cause fingers to come into contact with the nozzle tip or the hot glue causing burns.

11. Allow the glue to dry for several minutes. The bond between the glued surfaces will solidify as the glue sets up. It can be helpful to hold your items with your hands or a clamp as the glue sets for a tight bond.

HOUSEKEEPING:

1. Unplug the glue gun and allow to cool.
2. Remove hardened glue from the work area and place into the garbage
3. Once cooled, remove any excess glue from the glue gun tip and outer housing.
4. Return the glue gun to its storage area.

If an emergency situation occurs while conducting this task or there is an equipment malfunction, shut the equipment off immediately & REPORT TO YOUR SUPERVISOR IMMEDIATELY.

REGULATORY REQUIREMENTS

- WS&H Act W210, Section 4, 5, 7, 7.1
- MB. Regulations 217/2006,
 - Part 2, Section 2.1 Safe Work Procedures
 - Part 6, Section 6.1 PPE
 - Part 16, Sections 16.1 – 16.18, Machine & Tool Safety
- Operators Instruction Manual