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| **SAFE OPERATING PROCEDURE****HEAT GUN** |
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| **DO NOT** use this machine unless the Supervisor has instructed you in its safe use and operation and has given permission |
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| Approved safety glasses must be worn at all times in work areas. | **Prohibition circle**Prohibition circleA suitable P2 or P3 filter mask *must* be worn whenever potentially toxic smoke and fumes are created.  |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | A suitable protective workshop apron and gloves are advisable.  |

### **CAUTION: Heat guns produce an invisible jet of hot air (500C) which is capable of serious burns**

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

1. **Examine the power lead and tool for obvious damage.**
2. **Check there is no flammable material within 2 metres of the work area.**
3. **Ensure that the cord does not create a slip/trip hazard.**
4. **Ensure the workspace is well ventilated.**
5. **Never leave the tool unattended when turned on or still hot. Leave unplugged when not in use.**
6. **After use, stand the heat gun upright, making sure nothing can contact the hot metal nozzle.**

#### OPERATIONAL SAFETY CHECKS

1. **Pay careful attention to surroundings to avoid burning people or damaging equipment within range.**
2. **Heat guns can start fires if flammable vapours come into direct contact with the element.**

**Keep volatile highly flammable materials well clear. (2 metres)**

1. **Always wear safety glasses and gloves that are resistant to hot temperatures to protect against burns.**
2. **Heat guns can start fires if flammable material is heated directly and intensively. Use indirect**
3. **heating wherever possible.**
4. **Do not heat a sealed vessel as may result in a catastrophic failure.**
5. **Avoid prolonged use. This could overheat the nozzle, causing it to fail.**
6. **Never leave the heat gun unattended when still switched ON or when switched OFF but still HOT.**
7. **Turn off and wait until the nozzle has completely cooled before storing the glue gun away correctly.**

#### HOUSEKEEPING

1. **Switch off, unplug and allow to cool down before storing.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Heat gun nozzle and hot surfaces ◼ Burns ◼ Fire**
	+ **Electricity ◼ Eye injuries ◼ Toxic fumes**

This SOP does not necessarily cover all possible hazards associated with the tool and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to tool use.

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