

SAFE OPERATING PROCEDURE

Task / Equipment Description: Electric Staple Gun
















Potential Hazards and Risks

- Sharp projectiles, eye injuries
- Electrical shock
- Sparking, fire, and explosion
- Noise

DO NOT use this equipment unless you have been trained in its safe use and operation.

Required Personal Protective Equipment (PPE) – check as appropriate

PPE ✓	Gloves	Hearing Protection	Head Protection	Eye Protection	Eye (UV) Protection	Safety Footwear	Face Visor / Welding	Dust Mask	Half Face Mask (P2)	Breathing Apparatus	Hi-Vis Apparel	Full Body Clothing	Harness
													
	✓	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	✓	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other PPE required:

ALWAYS

- Use the tool according to manufacturer's instructions
- Assume that the tool contains fasteners
- Return tool to appropriate storage location after use
- Report any defects immediately and discontinue use until rectified by Diamond Hire
- Wear the appropriate PPE
- Use the correct staples – T50 or correct nails 18 Gauge C1 Brad nails up to 15 mm. Refer to manual for applications for staple length

NEVER

- Never use the tool without appropriate training
- Never misuse the tool
- Never operate the tool with known defects
- Never leave the tool in an unsecure location.
- Never use in an explosive atmosphere such as the presence of flammable liquids, gases or dust
- Never use in wet or damp conditions

This document does not replace training; it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.

Safe Operating Procedure:

Pre-Operation – Safety Checks:

- **Ensure tool is in switched off position before connecting to power source or picking up or carrying the tool**
 - Check that the actuation muzzle has been serviced and is in good condition for the safe operation of the tool
 - **Establish an appropriate exclusion zone with barricading and appropriate signing**
 - Familiarise yourself with the type of staple/nail gun you are about to operate and how it is powered i.e. compressed air, electricity, explosive gas, etc
 - Inspect the equipment for any obvious mechanical defects
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Operation – Safety Procedure:

- Ensure that you have a firm, stationary and non-cushioned work surface
 - Use clamps to secure and support the object to a steady platform or workbench
 - Be very aware of others who may be working nearby
 - Keep your finger off the trigger when not firing nails/staples or when carrying around. The centre of gravity at the trigger makes it easy to accidentally fire the gun
 - **NEVER use the gun if the 'safety' or trigger does not operate properly.** Report this to Diamond Hire
 - Be careful to always keep your hands and feet away from the front of the staple/nail gun when firing staples/nails
 - Fire staples/nails into appropriate surfaces ONLY. Do not fire staples or nails on top of another – they may ricochet
 - Never rest the gun against any body part or try to climb a ladder with the gun cradled against your body. Never point a staple gun at anyone
 - **Remove from power and switch off before emptying out unused staples/nails to clear a jam or to refill**
 - Never leave the gun unattended when it is still plugged into the AC power source
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Post-Operation – Housekeeping:

- Return this tool to the appropriate storage location or carry case
- Leave the work area in a safe, clean, and tidy condition

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