

ILLUSIONS AUSTRALIA

SAFE WORK PROCEDURE

SWP 041 – HOT MELT GLUE GUN

1. PURPOSE AND SCOPE

This Safe Work Procedure establishes minimum requirements for safe use of hot-melt glue guns at Illusions Australia. It applies to electrically heated glue guns used for assembly, scenic fabrication and similar approved tasks.

2. AUTHORISATION AND COMPETENCY

Workers must understand burn, electrical and fire hazards and the correct adhesive stick/type for the gun. Repairs to electrical or heating components must be performed only by an authorised competent person.

3. REQUIRED PPE

The following PPE must be worn as appropriate:

- Safety footwear.
- Eye protection where hot adhesive splash is reasonably foreseeable.
- Heat-resistant gloves where handling recently bonded/hot material is required.

4. PRE-START CHECKS

Before commencing work, confirm that:

- Glue gun, lead, plug, trigger and nozzle are serviceable.
- Correct adhesive sticks are available.
- A stable heat-resistant stand is available.
- Work surface is protected from hot adhesive.
- Combustibles and flammable vapours are controlled.
- The lead will not cross the hot nozzle or create a trip hazard.

5. SAFE OPERATING PROCEDURE

1. Place the gun on its stand and allow it to reach operating temperature.
2. Keep the nozzle pointed away from people.
3. Apply only the amount of adhesive required using controlled trigger pressure.
4. Keep fingers clear of freshly dispensed adhesive.
5. Support bonded components until the adhesive has set.
6. Return the gun to its stand whenever not actively applying glue.
7. Switch off/unplug when work is complete.
8. Allow the gun and adhesive residue to cool before storage or cleaning.

6. PROHIBITED PRACTICES

Workers must not:

- Touch the nozzle or molten adhesive.
- Leave an energised glue gun lying on its side or on combustible material.
- Leave the gun energised unattended.
- Use damaged electrical equipment.
- Force unsuitable adhesive into the gun.
- Attempt to pull molten adhesive from skin.

7. BURNS

Molten hot-melt adhesive can adhere to skin and continue transferring heat.

- Avoid contact with fresh adhesive.
- If burned, cool the affected area with cool running water and obtain first aid.
- Do not forcibly peel adhered hot glue from skin.

8. FIRE AND ELECTRICAL SAFETY

The heater/nozzle can ignite vulnerable materials and damaged electrical components can cause shock or fire.

- Use the stand.
- Keep flammables away.
- Remove damaged guns from service.

9. FAULTS, DAMAGE AND ABNORMAL CONDITIONS

Stop for overheating, smoke, electrical smell, damaged lead, uncontrolled adhesive leakage or trigger/heater malfunction.

Unplug if safe and tag defective equipment out of service.

10. SHUTDOWN AND HOUSEKEEPING

- Switch off and unplug.
- Place on stand until fully cool.
- Remove cooled adhesive waste.
- Store the gun without stressing the lead.
- Report defects.

11. EMERGENCY AND INCIDENT RESPONSE

1. Stop the equipment or activity immediately.
2. Isolate the hazard or energy source where safe to do so.
3. Provide or obtain first aid as required.
4. Notify the Foreman, Leading Hand or other authorised Illusions Australia representative.
5. Call emergency services where required.
6. Do not recommence until the incident, defect or unsafe condition has been addressed.

12. STOP WORK REQUIREMENT

Work must stop where:

- Gun/lead is damaged.
- A safe heat-resistant resting place is unavailable.
- Flammable vapours/materials cannot be controlled.
- The gun overheats or leaks uncontrollably.

No production requirement or deadline takes priority over safe work.

DOCUMENT CONTROL

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