

Safe Job Procedure – Nail Gun – Staple Gun – Portable Hand Held Powered Tools

SJP-006

Preparation: Safety Specialist









Approval Authority: Senior Management

Issuing Dept: Safety

DO NOT use this machine or perform this process unless a supervisor / teacher instructed you in safe procedures / operation and have given you authorization to perform associated tasks.

Always use tools and equipment for their intended purposes only.

Always take out of service and report damaged equipment to your supervisor / teacher without delay.

Description of Work:		Using a Nail Gun, Staple Gun, Portable Hand held powered tool				
		Potential Hazards: Exposed moving parts with the potential to cause harm through entanglement, impact and cutting, shearing, electricity, ergonomics, noise, vibration, slips, trips or falls and fire and explosion.				
Personal Protective Equipment (PPE) Required						
						
Gloves	Face Masks	Eye Protection	Welding Mask	Appropriate Footwear	Hearing Protection	Protective Clothing
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GENERAL: To ensure that Diversified Staffing employees are protected from the hazards associated when operating a nail gun, staple gun or portable hand held tool/equipment.						
PROTECTIVE MECHANISMS: <ul style="list-style-type: none"> • Personal Protective Equipment (PPE) - Part 18 OH&S Code • Training & Certification • Manufacturers Specifications • Emergency Response Plan (ERP) 						
SELECTION AND USE: <ul style="list-style-type: none"> • As per the job requirement • OH&S Legislation – Part 19 (Powered Mobile Equipment), Sections 283-288 						
SUPERVISOR RESPONSIBILITY: <ul style="list-style-type: none"> • To facilitate and/or provide proper instruction to their workers on protection requirements • Selection of Equipment • Hazard Assessment • Work Site Inspection 						

 Controlled by:
Safety Specialist

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July 10, 2018

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Senior Management

 Path:
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<p>Safe Work Procedure Checklist:</p> <p>Pre-Job Safety:</p> <ol style="list-style-type: none"> 1) Inspect nail/staple gun for obvious damage. 2) Inspect electrical cord for frays or damage or ensure air power equipment is in good working order. If damaged do not use nail gun, notify instructor. 3) If unsure of any of these points, consult your supervisor prior to attempting work. 4) Read and follow the manufacturer's instructions and warning labels. 5) Always operate the compressor, if applicable in a well-ventilated area that is free of combustible materials. 6) Always use the appropriate tool attachments for the work at hand 7) Use caution when connecting tools to the compressed air supply. When unplugging electrical equipment pull on the plug, not on the cord. Keep hoses and power cords away from heat, water and oil. Only use extension cords that are in good condition with proper grounding. Ensure the work area is clear of debris. 8) Do not use tape or any other means to bypass the safety interlock. 9) Do not modify or alter a pneumatic tool. 10) Do not blow compressed air at anyone as it may cause soft-tissue damage to exposed skin and can propel dirt, loose particles, etc. at high speed. 11) Do not use compressed air for general purpose cleaning. Do not use compressed air to clean yourself or others. 12) Do not drive a fastener on top of another fastener. 13) Do not drive a fastener at too steep an angle. 14) Do not drive a fastener too close to the edge of the work piece. 15) Never carry the nail/staple gun with your finger on the trigger. 16) Never point the nail/staple gun at yourself or another person. <p>Set Up: (Air components as applicable)</p> <ul style="list-style-type: none"> • Wear appropriate personal protective equipment. • Disconnect the nail/staple gun from the air supply hose before inspecting, adjusting, cleaning or repairing it. • Disconnect the compressor from the power source and safely release the pressure before inspecting, adjusting, cleaning or repairing it. Inspect the tool, hose and compressor for any damage prior to each use. • Check the hose for cuts, bulges and abrasions. • Ensure the nail/staple guns safety mechanism is functioning properly and all screws and cylinder caps are securely tightened. • Load the recommended fasteners while the tool is disconnected from power source. Ensure the hose connections are fitting and functioning properly. • Always point the air hose away from your body when connecting and disconnecting the tool. Ensure the compressor is at least 12 inches from a wall or obstruction. <p>Operate / Perform Process:</p> <ul style="list-style-type: none"> • Set the recommended operating air pressure on the compressor for the tool as identified by the manufacturer. • Avoid tripping hazards created by the hose. • Check the stock to be fastened for defects such as knots and foreign objects such as nails, staples or screws.
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- Do not overreach while using the tool; keep proper footing and balance at all times.
- Hold the stock firmly with your hand. Keep your hand/fingers a safe distance away from the tool's nose piece.
- Only depress the trigger when the tool's nose piece is contacting a safe work surface.
- Remove your finger from the trigger when you are not driving fasteners.
- Disconnect the tool from the air supply hose before adjusting it, clearing a jammed fastener, leaving the work area, moving the tool to another location or handing the tool to another person.
- Drain the air tank daily after use

Post Job Procedure:

- Clean up any debris with a broom and dust pan.
- Clean off nail gun and put back in storage area. If nail gun is damaged, give to the instructor to lock out.
- Report any hazardous situations to your supervisor / instructor immediately.

Lockout:

1. Disconnect gun from power source
2. Apply energy isolating lockout device to power source connector
3. Apply locks and tags as per established lockout procedure.

NOTE:

- All PPE must be inspected prior to use.
- All equipment must be inspected prior to use.

***The information contained within this document does not take precedence over Occupational Health and Safety legislation. All employees should be familiar with the *Occupational Health and Safety Act* and the *Regulations*.**

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