



Safe Work Procedure

Heat Gun

Department and Program: Physical Plant Maintenance

Date First Approved: October 2018

Date Reviewed: February 2023

Version 2.0 SWP-PP-GEN-024

This Safe Work Procedure must be reviewed any time the task, equipment, or materials change and at a minimum every three years.

DO NOT perform this procedure until you have been appropriately trained and authorized to do so.

Required Training

- Must be trained by experienced competent person

Required Personal Protective Equipment and Devices



CSA Approved Safety Footwear Required



Eye Protection Required



Leather Gloves Required



No loose fitting clothing



Hearing Protection Required



NIOSH Approved Respirator Required



Long or loose hair must be tied back or contained



No jewelry, watches, rings, necklaces etc.

Potential Hazards

- Cuts, lacerations and amputations
- Dust/debris irritation
- Noise
- Burns
- Sparks
- Fumes
- Radiation burns to eyes and body
- Electric shock
- Hot or molten materials

Pre-Operational Safety Checks

- Inspect required personal protective equipment and replace if required.
- Ensure no slip/trip hazards are present in workspaces and walkways.
- Make sure guards, if present, are installed and are working properly.
- Faulty equipment must not be used. Immediately report suspect machinery.
- Locate and ensure you are familiar with the operation of the ON/OFF starter.
- Disconnect power supply before changing or adjusting accessories.

Prohibited Activities

- Do not Smoke (Fire Hazard)
- Do not leave this equipment unattended while running
- Do not direct heat towards yourself or others
- Do not put heat gun or accessories into storage until they have cooled to room temperature
- Do not use as a hair dryer
- Do not cut off air flow by placing nozzle too close to work piece
- Do not direct air flow directly on glass
- Do not use around combustible materials

Safe Work Procedure

1. Wear appropriate personal protective equipment (PPE)
2. Make all adjustments with POWER OFF.
3. Make sure all guards are in place, properly adjusted, and secured.
4. Select and securely the appropriate accessory for the job.
5. Hold tool by plastic enclosure and turn ON.
6. Using the temperature switch to preset the desired temperature range.
7. Perform operation. Make sure not to cut off air flow.
8. Turn OFF heat gun and allow heat gun, accessories, and work piece to cool to room temperature before storing or handling.
9. Clean up dust and debris with POWER OFF.

If an emergency situation occurs while conducting this task, or there is an equipment malfunction, shut the equipment off immediately and follow the lock out procedure.

REPORT ANY HAZARDOUS SITUATION TO YOUR SUPERVISOR IMMEDIATELY

Housekeeping

- Ensure equipment is off.
- Place all materials in their proper storage areas after they have cooled to room temperature.
- Ensure the equipment is safe, clean and tidy before you leave it.

Guidance Documents/ Standards/ Applicable Legislation/ Other:

Guidance Documents:

- Operator's Manual

CSA Standards:

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Manitoba Regulation 217/06:

- 2.1 Safe Work Procedures
- 6.1 Personal Protective Equipment
- 12.3 hearing Protection
- 16.4, 16.14 & 16.35 Machine and Tool Safety

Date Written: 2017/08/14

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Date Revised:

Approved By: Michael McCormick, Director of Physical Plant

Signature: _____

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