

 <b>DALHOUSIE UNIVERSITY</b>  <b>Facilities Management</b> <b>Pneumatic Nail Guns and Staplers</b> <b>Safe Work Instructions</b>	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> January 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
<b>Service:</b> Trade Services	<b>Shop:</b> Carpentry	
<b>Hazards Identified:</b>  Sharp objects, bounce fire, ricochet, work area cluttered with debris, poor lighting, removal of safety devices, compressed gas cylinders, malfunctioning trigger release, deflected nails, improperly connected air hose		
<b>Personal Protective Equipment Required:</b>  Safety boots, hard hat, safety goggles or safety glasses with side shields or a face shield, hearing protection, long trousers, safety gloves		
<b>Training Required:</b>  Before using this type of equipment employees must be trained by a competent person in its proper use and care. The operator's manual, tool safety markings and instructions for manufacturer approved attachments must be reviewed regularly. Employees must also be trained in the proper use and maintenance of all required PPE before operating this equipment.		

These safe work practices must be followed at all times and are to be reviewed annually.

Pre-Operation Inspection

1. Always wear the required personal protective equipment.
2. Always inspect the tool before each use.
3. Ensure that all safety features are operable.
4. Ensure that all fittings are tightly in place.

5. Do not use compressed gas cylinders to operate this tool. Only use compressor supplied air.
6. Ensure that the air pressure does not exceed the manufacturer's recommended pressure for the tool.
7. Check to ensure that the tool is properly connected to the air.
8. Ensure the tool is working properly and that the safety mechanism is operable.
9. Ensure that the trigger release is working.
10. Always follow the manufacturer's recommendations pertaining to operation, maintenance and safety procedures.

### Operation

1. Do not operate the tool at air pressures above the manufacturer's recommendations.
2. Always handle the tool as if it contained nails or staples.
3. Ensure that this is the right tool for the job.
4. Always ensure that other people will not be in the line of fire when using this tool.
5. Never rest this type of tool against any part of your body.
6. Always use a work contacting element that limits the contact area to as small an area as possible.
7. Ensure that linkage between the work contacting element and the trigger is enclosed.
8. Always aim the tool away from your body and other people when it is first connected in case the trigger mechanism sticks in the activated position.
9. Always disconnect the tool from the air supply and ensure that all the air is exhausted from the tool before attempting to clean, adjust or clear a blockage or if your finished using the tool.
10. Only use fasteners that are recommended / approved by the manufacturer.

11. Never point the tool at yourself or another person.
12. Do not squeeze the trigger unless the tool is in contact with the work surface.
13. Keep your free hand away from the line of fire.
14. Do not load or transport the tool with your finger on the trigger.
15. Do not secure the trigger in the on position
16. Do not attempt to over reach when using this type of tool.
17. Always ensure that the air pressure is correct for the size and type of nail you are using.
18. Do not operate in an area where there are flammables in case usage of this tool creates sparks.
19. Nail from the top to the bottom when nailing wall sheathing in place.
20. Nail from the eaves the ridge when working on a roof.
21. Always nail moving forward when working in a horizontal direction.
22. Keep hands and fingers away from nailing area at all times in case a nail is deflected.
23. Always secure excess hose when working from scaffolding.