

 DALHOUSIE UNIVERSITY Facilities Management Power Actuated Tools Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> September 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Trade Services	Shop: Carpentry	
Hazards Identified: Projectiles, fire, explosion, noise, unstable footing, punctures, ricochets		
Personal Protective Equipment Required: Safety glasses or goggles and / or face shield, safety boots, hand protection, hard hat, safety boots		
Training Required: Before using powder actuated tools employees must receive training from a competent person in their proper use and maintenance.		

These safe work practices must be reviewed regularly and must be followed at all times.

1. Do not use a powder actuated tool (PAT) unless you have been properly trained in its use.
2. The required personal protective equipment must be used at all times while these tools are being used.
3. Always follow the information provided by the manufacturer about the proper use and maintenance of this equipment.
4. Do not use a powder actuated tool for anything other than its intended purpose.
5. Powder actuated fastening tools must be checked each day before loading to that all safety devices are in good working condition.

6. Do not use this tool if it is found to be damaged or defective in any way.
7. Tag damaged or defective tools as such and remove them from service immediately so they can be serviced or replaced.
8. Do not use this type of tool in any area with a flammable or explosive atmosphere.
9. Always use a shield or muzzle guard appropriate for the specific use.
10. Ensure that you choose the correct cartridge for the fastener being use.
11. Do not attempt to drive fasteners into very hard or brittle materials.
12. Do not attempt to drive fasteners into soft materials unless the material is backed by a substance that will prevent the fastener from passing completely through.
13. Do not load the tool until you are ready to start work.
14. Always keep your hands clear of the open barrel end.
15. Do not carry a loaded PAT from job to job.
16. Do not leave a PAT unattended when it is loaded.
17. When not in position for operation point the tool in a safe direction, preferably down.
18. Do not point a loaded, or unloaded, PAT at yourself or anyone else.
19. Do not attempt to drive fasteners into materials such as concrete or bricks within 3 inches of an unsupported edge or corner.
20. Do not attempt to drive fasteners into steel surfaces within $\frac{1}{2}$ inch of an unsupported edge or corner.
21. Do not use fasteners with a shank diameter greater than $\frac{7}{32}$ inch when fastening lumber to a concrete surface and fasteners are not to be driven within 2 inches of an unsupported edge or corner of the work surface.
22. Do not drive fasteners through an existing hole unless appositive guide is used to ensure accurate alignment.
23. Do not drive fasteners into a surface incapable of containing the fastener.

24. Always check the other side of the surface you are fastening to in order be sure that no one is in the “line of fire.”
25. Always follow the manufacturer’s recommended procedure for dealing with misfires.
26. Keep bystanders or non-essential personnel away from the work area.