SOP STANDARD OPERATING PROCEDURE

Procedure:	**Using Heat gun**
School/Department:	Science & Technology/Chemistry
SOP prepared by:	Andrew Wallace
Version:	1

Section 1 - Personal Protective Equipment

1. Lab coat
2. Eye protection
3. Proper enclosed footwear
4. Keep hair tied back
5. PPE & tools for handling hot equipment (heatproof gloves & tongs)

Section 2 – Potential Hazards + Safety precautions

1. Heat guns produce an invisible jet of hot air (500°C) which is capable of serious burns. Pay careful attention to surroundings to avoid burning people or damaging equipment within range.
2. Heat guns can start fires if highly flammable vapours come into direct contact with the element. Keep volatile highly flammable materials well clear.
3. Heat guns can start fires if flammable material is heated directly and intensively. Use indirect heating where ever possible.
4. Hot air output can disperse liquids and fine solids into the air. Avoid directly heating liquids or powders.
5. Electrical hazards. Make sure cords are in good condition and tagging is up to date
6. Residual heat in the metal nozzle after use can cause burns, start fires and damage equipment. Ensure nothing can contact nozzle during the cooling period.
7. Do not heat a sealed vessel as may result in a catastrophic failure.

Section 3 – Procedure

1. Know the location and use of fire extinguishers, fire blankets, and fire exits.
2. Know the emergency evacuation signals and procedure.
3. Assess if a heat gun is a suitable heat source. Heat guns are hand held and for short term <15mins heating applications only. Do not clamp the heat gun for longer term heating.
4. Check condition of cord. If damaged do not use and submit the heat gun to the technical staff for repair
5. Ensure highly flammable vapours are kept well clear. Open solvents & solvent wash bottles >2m away.
6. If directly heating flammable material (such as paper) adjust the heater a lower heating setting.
7. Ensure user is properly trained or supervised. For junior scientists, ensure proper instruction by coordinators/ demonstrators/ supervisors.
8. Heating open vessels containing flammable/toxic solvents must be done in the fume hood. If heating to boil, use boiling chips to avoid bumping.
9. After use, stand the heat gun upright, making sure nothing can contact the hot metal nozzle
10. If a heat gun or equipment with residual heat is to be left unattended, label the items "***HOT***" .

Section 4 – Incidents
1. Have a fire blanket and/or fire extinguisher in close proximity 2. Any injuries, incidents, or near misses should be reported it the OHS Unit within 24hrs 3. Staff and students should not attempt to extinguish large fires. In this case, alert all those nearby to evacuate (including yourself). Call 000 and alert the fire department. Alert security 67732099, state FIRE and location. Alert the building fire warden. Close doors on the fire if possible as you leave. Alternatively, you can break the glass on a 'break glass' fire alarm, which will activate the emergency evacuation routine.
Section 5 – First Aid
- In case of burn, rinse skin with cold water immediately for at least 15 minutes, report incident to the first aider

SOP Consultation, Training and Approval

Print names and enter signatures and dates to certify that the persons named in this section have been consulted/trained in relation to the implementation of this Standard Operating Procedure.

Position	Name	Signature	Date
Supervisor			
employee / student			
employee / student			
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Name Authorising (Printed):

Signature: .....***Date:***

WHS WG4 Committee Representative Name (Printed):

Signature: ....***Date:***