

What are the hazards and how might they harm?



Puncture injuries from staples penetrating skin



Eye injuries from staples coming into contact with eyes

What PPE should the individual wear?



Staple guns (manual)

Safety Task Card STCBG 47

Safe System of Work

1. Before use, inspect the gun for damage, missing parts or defects. Do not use if damaged and report to your manager.
2. Ensure the correct size and type of staples are fitted in accordance with manufacturer instructions.
3. Before loading, remove any bent or loose staples from the staple gun.
4. Always keep fingers, hands and other body parts clear of the staple discharge area.
5. Do not point the staple gun towards yourself or others, even when unloaded.
6. You must wear safety goggles when using a staple gun.
7. Position the material securely on a stable surface and apply firm pressure against the work surface before operating the staple gun.
8. Ensure you are in a stable and balanced position when using the staple gun.
9. Keep the work area tidy and remove loose staples from floors and work surfaces immediately.
10. If the staple gun jams:
 - Stop work immediately
 - Keep fingers away from the discharge area
 - Do not use excessive force
 - Follow manufacturer instructions for clearing jams
11. Do not modify or bypass any safety features.
12. Remove staples and store the staple gun unloaded with the safety catch in place.
13. Take regular breaks during prolonged periods of stapling to reduce hand and wrist fatigue.

If you have any concerns, stop and speak with your line manager before proceeding

List any additional hazards or risks you have identified, and control measures required to manage these.

Staple guns (manual) continued

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STCGE 47

Safe System of Work

SOP (Standard Operating Procedures)