

Safe Work Instruction	
Pneumatic Fastening Tools	Issue date: 5 June 2009

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Example content:

Document no.	Work description Use of Pneumatic Fastening Tools		
	Scope Applies to the use and operation of pneumatic fastening tools to		
Review date 1/9/10	References :		
Responsible supervisor	PPE and precautions	Competencies or qualifications	Licences or permits required
	Wear all required PPE such as <ul style="list-style-type: none">Always wear eye protection	Only operators who have been authorised.	Nil
Tools and equipment required:			
IF CONTROL MEASURES ARE NOT SUITABLE AND MAJOR CHANGES ARE NEEDED, CONDUCT A RISK ASSESSMENT AND DEVELOP NEW CONTROLS ACCORDING TO THE RISK MANAGEMENT PROCEDURE			
Pre Operational Safety Checks	<ul style="list-style-type: none">Do not operate the air<ul style="list-style-type: none">Air hoses must be clear ofKeep the air supply hoseCheck the safety mechanismCheck screws forDo not operate tool whilst on scaffolding,Check for the presence of liveDo not dismantle or make inoperative.The air pressure must be turned		
Safe Operational Use	<ul style="list-style-type: none">Pneumatic tools which shoot nails, rivets, orWhen loading nails/rivets/staples, disconnect<ul style="list-style-type: none">Ensure that you are wearingDo not exceed the maximumThe finger must be kept off theTest fire the tool into scrap<ul style="list-style-type: none">The tool shall never be pointed at items that areDo not load different<ul style="list-style-type: none">Fasteners should not be driven into hard, brittle.Hands must be keptSqueeze the trigger to driveWhen finished with the tool,<ul style="list-style-type: none">The air must not be used to		
Additional operating precautions			
Clearing a Jammed Nail	<ul style="list-style-type: none">Disconnect thePress and hold theIf the jammed nail does not release –Replace striker cover and		
Housekeeping	<ul style="list-style-type: none">Leave the tool in aAlways disconnect the tool fromAlways disconnect the tool from theStore in a dry placeRemove any nails/rivets/staplesKeep the body of the toolEnsure that the magazine release		
Inspection and	<ul style="list-style-type: none">The tool should be serviced at regular		

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