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1. Safety instructions hot melt adhesive application device Fehler! Verweisquelle konnte nicht gefunden werden.

1.1 Basic principles as regards to safety

The hot melt adhesive application device has been manufactured in accordance with the current **state-of-the-art** and the recognised safety-related regulations. However, risks for the user or third parties respectively damages to the hot melt adhesive application device and other material assets may occur during operation, if:

- the specifications as regards to the authorisation of persons are not observed,
- the machine is not used as intended,
- the machine is maintained, serviced, or repaired improperly.

1.2 Residual risks

Even if all safety instructions are observed, there are certain residual risks as regards to the operation of the hot melt adhesive application device.

Any persons working on and with the hot melt adhesive application device have to be aware of these risks and have to follow the instructions preventing that these residual risks result in accidents or damages.

Residual risks are:

- uncovered hot surfaces and
- hot melt adhesive vapours and the hot melted products themselves.

1.3 Safety instructions for the operator

The operating instructions constitute an essential part of the hot melt adhesive application device. The operator is responsible for ensuring that the operating personnel has knowledge of these guidelines.

The operator is responsible for complementing the operating instructions with operating instructions on the basis of existing national regulations on the prevention of accidents and on the protection of the environment, including information on supervising and reporting duties to take into account operational particularities, e.g. as regards to the organisation of work, work procedures, and personnel deployed.

Along with the binding regulations on the prevention of accidents and on occupational health and safety applicable in the country of use as well as at the installation site, the recognised professional rules as regards to working in a safety-compliant and professional manner have to be observed as well.

The operator has to oblige the operating personnel to wear personal protective equipment, insofar as the local regulations require so.

First Aid facilities (ambulance box, etc.) have to be kept in a place nearby! The location and the operation of fire extinguishing devices have to be disclosed. Fire detection and fire extinguishing options have to be designed.

Without the approval of the manufacturing company, the operator/user of the machine must not implement any modifications, attachments, or retrofitting works to respectively on the hot melt adhesive application device that may impair the safety!

Spare parts and consumables used have to correspond to the technical requirements specified by the manufacturing company. This is provided for when using genuine spare parts.

Deploy trained or instructed personnel only. The responsibilities of the personnel as regards to the fields of operation, rigging, maintenance, and service have to be defined unambiguously!

A machine operator has to be appointed that has to assume the responsibility for the hot melt adhesive application device and for the personnel. Personnel to be trained, broken in, instructed, or personnel within a general vocational training must only work on respectively with the hot melt adhesive application device under the permanent supervision of an experienced qualified person!

1.4 Safety instructions for the operating personnel

The operating instructions have to be available at the installation site of the hot melt adhesive application device at all times. The machine must only be operated in a technically immaculate condition, as well as in accordance with the intended use, and in a safety- and risk-conscious manner, taking into account these operating instructions! Failures that may impair the safety must be remedied immediately in particular!

Furthermore, the hot melt adhesive application device must only be operated when all safeguards are in place and functional!

Check the machine for externally visible damages and deficiencies at least once per shift! Noted modifications (including modifications to the operating behaviour) have to be

reported to the responsible authority/person immediately! If applicable, shut-down and secure the machine immediately!

The relevant regulations on the prevention of accidents, as well as all other general recognised regulations on occupational health and safety have to be observed.

The responsibilities for the different activities within the framework of operation, maintenance, and repair of the hot melt adhesive application device have to be defined unambiguously and have to be complied with. This is the only way to prevent erroneous actions - especially in dangerous situations.

The operator is obliged to wear personal protective equipment, insofar as the local regulations require this.

As regards to all works relating to operating, retrofitting, and adjusting the hot melt adhesive application device and the safeguards of the same, the hot melt adhesive application device and the emergency shut-down functions in accordance with the operating instructions have to be observed!

1.5 Safety instructions on transportation

Wear safety boots and protective gloves during any transportation works!

Never linger below suspended loads!

Use suitable and certified lifting gear and lifting accessories only!

Always take into account the maximum bearing loads when selecting lifting gear and lifting accessories!

Always observe that the machine is transported in an impact- and shock-free manner. If applicable, observe the pictograms on the packaging materials.

Report any transportation damages and/or missing parts to the supplier immediately. You will find the dimensions and weights in the technical data.

Transport control cabinets in a vertical position at all times! Lift the machine, parts of the machine, transport boxes, and transport frames at the marked lifting points only!

Secure loads to be transported against tilting or falling at all times! All transportation safety devices must only be removed after the installation has been completed!

1.6 Safety during maintenance, repair, and troubleshooting works

The operating personnel have to be informed on the implementation of any special or maintenance works before initiating the same. A person responsible for supervision has to be appointed.

Terms for repetitive tests/inspections specified or mentioned within the operating instructions have to be complied with.

If required, the maintenance area has to be secured in a wide-ranging manner! Basically, implement the following on the hot melt adhesive application device before starting any works:

- empty the device
- switch off the device by means of the circuit breaker
- let the device cool down sufficiently

All maintenance and service works must be implemented with the circuit breaker being deactivated and secured. Implementing any works with the machine running may result in severe accidents and are prohibited on the basis of the aforementioned. If the hot melt adhesive application device has to be activated during such activities, this must be implemented within the admissible modes of operation and in compliance with special safety measures only.

The hot melt adhesive application device, especially connections and unions, have to be freed from processing material, oil, and contaminations at the beginning of the maintenance/repair works. Aggressive cleaners must not be used. Please use fibre-free cleaning cloths. Upon completion of maintenance and repair works, loosened screwed connections have to be re-tightened to the required tightening torques at all times!

If setting up, maintenance, and repair works require the safeguards to be removed, the safeguards have to be re-installed and checked immediately upon completion of the maintenance and repair works!

It is indispensable to dispose of consumables and additives, as well as replacement parts in a safe and environmentally friendly manner!

1.7 Safety during works on the electronic system

In case of failures on electronic components of the hot melt adhesive application device the same has to be shut-down immediately using the circuit breaker!

Works on electric equipment of the hot melt adhesive application device must only be implemented by qualified electricians and in accordance with the regulations on electrical engineering! Only qualified electricians must be provided with access to the electronic system of the machine and implement works on the same. Keep the control cabinets closed at all times, as soon as the same are unattended.

Never implement works on live parts! System parts requiring inspection, maintenance, and repair works have to be de-energised. Consumables used to de-energise the parts have to be protected against accidental or automatic reactivation (shut away fuses, block disconnecting switches, etc.). First, it has to be checked that the de-energised electrical components are free of voltage. Afterwards, the same have to be earthed and short-circuited. Furthermore, adjacent live parts have to be isolated.

If works on live components (in exceptional situations only!) are required, an additional person has to be called operating the emergency stop pushbutton or the circuit breaker in case of emergency. Use voltage-insulated tools only!

Only genuine fuses with the specified amperage must be used! Never repair or bridge faulty fuses. Replace the fuses by fuses with the same rating only.

During repair works please observe that structural features are not modified in a safety-reducing manner (e.g. creepage distances and air gaps, as well as distances must not be lowered by the insulations).

The electronic system being earthed in an immaculate manner has to be ensured by means of a protective conductor system.

1.8 Safety when implementing works on the pneumatic system

Works on machines with pneumatic devices must only be implemented by qualified specialised personnel with special knowledge and experiences in the respective areas!

All lines, hoses, and unions have to be checked for leakages and externally visible damages on a regular basis! Damaged parts have to be replaced immediately!

Sections of the system and pressure lines to be opened have to be depressurised before starting any repair works!

Keep your hands off the machine parts after having activated the compressor! When flowing into the pneumatic cylinders, the resulting working pressure may lead to the cylinders moving into their basic positions.

1.9 Safety instructions on the use of hot melt adhesives

The manufacturer of this machine does not assume any liability for risks or damages caused by the used hot melt adhesive or similar hot melted products.

It is indispensable for you to observe the safety datasheets of the manufacturer of the hot melt adhesive.

Hot melt adhesives emit vapours even if the specified processing temperatures are complied with. This often results in odour nuisances.

That is why measures for the elimination of the vapours have to be taken, e.g. due to suitable ventilation.

If the specified processing temperatures are exceeded significantly over a longer period of time, there furthermore is the risk of harmful decomposition products developing.