

# SAFE OPERATING PROCEDURE – WELDING

**DO NOT USE THIS EQUIPMENT UNLESS YOU HAVE BEEN TRAINED IN ITS SAFE USE AND OPERATION.**

**Before operating, check if you have:**

## Required Personal Protective Equipment (PPE)



Close fitting protective clothing for the arms and legs



Sturdy boots with rubber soles



Long and loose hair must be contained



Welding Mask with correct grade lens for GMAW and in addition to safety glasses



Oil free Leather Gloves and spats



Respiratory protection may be required

Other PPE (describe): Do not have exposed skin and remove all jewellery.

## Potential Hazards:

**Electric shock - Radiation burns to eyes and body - Burns due to hot or molten materials – Fumes - Flying spark - Fire**

### ALWAYS

Ensure the work area is clear and clean and there is no oil, grease or flammables within 3 metres

In an enclosed space place welding screens up to protect others

Advise other workers when you are going to weld so they do not inadvertently enter the workspace

Keep the welding equipment, the workspace and your gloves dry to avoid electric shocks

### NEVER

Never use bare hands

Never wrap the electrodes around you

Never use the welding equipment if the electrode holder and leads are not in good condition

Do not use faulty equipment, report it to a supervisor immediately

## PRE-OPERATIONAL SAFETY CHECKS

- Only experienced operators can use the welding equipment
- Advise other workers you will be commencing welding
- Check the area for slips and tripping hazards, oil grease or any other flammables
- If you are working in an enclosed space erect welding screens, outdoors establish a hazard zone with signage or temporary barriers
- Check that all of the equipment is in good working order, if not place an out of service tag on the equipment and report to a supervisor

## OPERATIONAL - SAFETY PROCEDURE

- Keep welding leads as short as possible and coil them to minimise inductance
- Ensure work return earth cables make firm contact to ensure a positive electrical connection
- Ensure the electrode holder has no electrode in it before turning on the welding machine
- Ensure the current is correctly set according to the electrode selection

## POST-OPERATION- HOUSEKEEPING

- Switch off the welding machine when work is complete
- Switch off the power source and remove electrode stud from holder
- Hang up electrode holder and welding cables
- Leave the work area in a clean, tidy and safe state

*This document does not replace training; it is provided as a guide to the safe use of this type of equipment. Refer to the manufacturer's manual or training documents for further information. This is a non-specific document and must be assessed against your particular brand of equipment and the working environment. Where necessary a Task Specific Risk Assessment should be undertaken.*