

Welding Machine Safe Operating Procedures



SAFE OPERATING PROCEDURES

1. Ensure no slip/trip hazards are present in workspaces and walkways.
2. Ensure the work area is clean and clear of grease, oil, and any flammable materials.
3. Keep the welding equipment and work area dry to avoid electric shocks.
4. Ensure the gloves are dry and free from holes to avoid electric shocks.
5. Ensure electrode holder and work leads are in good condition.
6. Ensure fume extraction unit is on before beginning welding operation.
7. Ensure other people are protected from flashes by closing curtain to welding bay or by erecting screens.
8. Faulty equipment must not be used. Immediately report suspect equipment.
9. Keep welding leads as short as possible and coil them to minimise inductance
10. Ensure the electrode holder has no electrode in it before turning on the welding machine
11. Ensure current is correctly set according to electrode selection
12. Do not use bare hands and never wrap electrode leads around yourself
13. When welding is finished or interrupted, remove electrode stub from holder and switch off power source
14. Hang up electrode holder and welding cables and leave the work area in a safe, clean and tidy state

SAFETY AND ENVIRONMENT EDUCATION FOR DEVELOPMENT

INSPECTION PROCESS

Department/Division: _____ Date Of Inspection: _____

Location: _____ Inspector: _____

Criteria	Yes	No	Comments
• Are only authorized and trained personnel permitted to use welding, cutting or brazing equipment?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are compressed gas cylinders examined regularly for obvious defects such as rusting or leakage?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are only approved torches, regulators, pressure reducing valves, acetylene generators and manifolds used?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are gas cylinders kept away from heat sources?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are gas cylinders stored away from stairs, elevators and exits?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are empty cylinders marked and are the valves closed and protected by valve caps?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are cylinders, valves, couplings, regulators, hoses and apparatus kept free of oil and grease?	<input type="checkbox"/>	<input type="checkbox"/>	
• Unless secured on special trucks, are regulators removed and valve caps installed before moving cylinders?	<input type="checkbox"/>	<input type="checkbox"/>	
• Do cylinders have keys, handles or non-adjustable wrenches on stem valves when in service?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are cylinders stored and shipped valve-end up with valve caps on?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is red used to identify the acetylene hose, green the oxygen hose and black for inert gas and air hose?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is a fire extinguisher available for immediate use?	<input type="checkbox"/>	<input type="checkbox"/>	
• Do you periodically check the grounding of the machine frame and safety ground connections of portable machines?	<input type="checkbox"/>	<input type="checkbox"/>	
• Is the welder prohibited from coiling the electrode cable around his body?	<input type="checkbox"/>	<input type="checkbox"/>	
• Are wet machines dried and tested before use?	<input type="checkbox"/>	<input type="checkbox"/>	

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• Are work and electrode lead cables inspected for wear and damage prior to use, and replaced as necessary?	<input type="checkbox"/>	<input type="checkbox"/>
• When fire hazards cannot be removed, are shields used to confine heat, sparks and slag?	<input type="checkbox"/>	<input type="checkbox"/>
• Are firewatchers assigned when welding or cutting is done in locations where a serious fire may occur?	<input type="checkbox"/>	<input type="checkbox"/>
• When floors are wet, are personnel protected from possible electrical shock?	<input type="checkbox"/>	<input type="checkbox"/>
• When welding or cutting is done on walls, are precautions taken to protect combustibles on the other side?	<input type="checkbox"/>	<input type="checkbox"/>
• Are employees who are exposed to the hazards of welding, cutting or brazing protected with personal protective equipment?	<input type="checkbox"/>	<input type="checkbox"/>
• Is a check made for adequate ventilation when welding or cutting is done?	<input type="checkbox"/>	<input type="checkbox"/>
• When working in confined spaces, are tests for toxic and combustible gases taken prior to welding, cutting or brazing?	<input type="checkbox"/>	<input type="checkbox"/>