

# SOP/SSOP | Electric Arc Welder – Small Welding Jobs

This SOP should be used in conjunction with relevant machinery manuals and manufacturer recommendations.

Procedure Reference	Effective Date	Revision Date	Approval Date
25	7/11/2020 3:45pm	7/11/2020 3:46pm	7/11/2020 3:46pm

**DO NOT use this tool unless appropriately instructed in its safe use and operation and permission to operate has been given.**

COMPULSORY PPE	AS NEEDED PPE
<p>FOOT PROTECTION MUST BE WORN</p> <p>HAND PROTECTION MUST BE WORN</p> <p>WELDING MASK MUST BE WORN</p>	<p>PROTECTIVE CLOTHING MUST BE WORN</p> <p>EYE PROTECTION MUST BE WORN</p>

## PRE-OPERATIONAL SAFETY CHECKS

1. Ensure the welder is used in a suitable safe work area.
2. Ensure all cables are correctly fastened, free of cracks and splits and unwound before work.
3. Keep the area clean & free of grease, oils & flammables.
4. Ensure other workers are protected from any UV flash.
5. Ensure the area is well ventilated (with fume extraction as required).

## OPERATIONAL SAFETY CHECKS

1. Ensure the welder is correctly set up for current, voltage and good earth.
2. Ensure that other workers in this locality are protected from any UV & IR radiation flash. Always close the UV curtain to the welding bay or erect a UV screen.
3. Ensure the welding return cable (earth) makes firm contact to provide a good electrical contact.
4. Ensure your workpiece has been prepared to be free of any paint, oxides or other surface finishes ensuring a good electrical contact.
5. Take particular care to avoid accidental UV welding flash to the skin or eyes.
6. Never leave the welder running unattended.
7. Regularly inspect the welding tip and shield for damage.
8. When welding is finished or interrupted, turn off the welder and secure the handpiece safely.
9. Ensure the work area can isolate hot areas from workers to avoid hot surfaces until job is cool.

### HOUSEKEEPING

1. Ensure the welder is switched off (and fume extraction if used).
2. Check for any damage to welder and cables at the end of job. Wind up cables.
3. Hang up the welding handpiece and cables securely.
4. Check contact points for damage or corrosion.
5. Leave the work area and welding bench in a safe, clean, and tidy condition.

### POTENTIAL HAZARDS

1. Welding flash eye injury - correct use of PPE, maintain or replace
2. Burns - Correct use of protective clothing / PPE and hot work mats
3. Eye injury, hot slag - Protective glasses or face shield when removing weld slag
4. Fire and explosion - Clean work area and correct use of hot mats

### SPECIAL NOTE

NO PERSONNEL ARE TO USE THIS EQUIPMENT PRIOR TO OBTAINING:

- COMPETANCY IN THE CORRECT USE OF THE EQUIPMENT
- READING AND FULLY UNDERSTANDING THE OPERATOR'S MANUAL
- READING THE STANDARD OPERATING PROCEDURE
- UNDERGOING THOROUGH PRACTICAL TRAINING WHILE PROPERLY SUPERVISED
- SUPERVISOR TO SIGN OFF FOR WHEN EMPLOYEE HAS MET ALL THE CRITERIA LISTED IN THIS SOP

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