



RISK RATING 1 HIGH 2 MEDIUM 3 LOW	SAFE WORK METHOD STATEMENT Title: : Arc Welding Operation Ref No: 1	I approve the use of this Safe Work Method Statement: NAME: _____ POSITION: Department Manager SIGNATURE: _____ DATE: ___/___/___
		Depot: WELDING OPERATIONS
Critical Steps in this Activity:	Potential Hazards:	Safety Controls:
<ul style="list-style-type: none"> • Set up work site • MEDIUM 	<ul style="list-style-type: none"> • Manual Handling • Fire • Slips • Trips Falls • Other people • Fumes 	<ul style="list-style-type: none"> • Use mechanical aids, get help, use correct lifting technique • Make sure work area is clean, dry and clear of flammable liquids and materials • Locate power leads to prevent damage or injury • Clear area of unauthorized personal within 10 m • Provide screens to prevent welding flashes • Locate welder in unsuitable position as good ventilation is essential
<ul style="list-style-type: none"> • Check welding equipment and personal protective equipment • MEDIUM 	<ul style="list-style-type: none"> • Faulty equipment • Dirty equipment • Loose connections • Faulty PPE 	<ul style="list-style-type: none"> • Ensure the welding machine is in good condition before use • Tag defective equipment so it cannot be used before it is repaired • Check leads for damage • DO NOT use damaged leads or connection • Check for defective electrode holders and guns, insulation damage, overheating or suspected defects • Clean all contact surfaces and equipment • Check and tighten all external connections daily • Ensure earth leads are secure • Clothing and welding gloves need to be dry and gloves free from holes • Safety boots should have rubber soles

- Carry out welding
- **MEDIUM**

- Fire
- Burns
- Fumes
- Radiation
- Electric shock

- Hot electrode stubs ,even if they are not red hot, may cause ignition of wood or paper products
- Discard stubs carefully, preferably in a storage bin for this purpose
- Ensure hot particles or sparks cannot lodge in fissures crevices or any combustible material
- Ensure all electrical connections are of adequate quality and capacity and select work return contact points carefully
- Tangles of lead can overheat
- Keep connection point clear of flammable materials
- Wear appropriate PPE
- Work which has been welded should be marked “ HOT “ using chalk
- Ensure work area is well ventilated
- Position screens around area
- Adjust control settings to suit work
- Make sure appropriate welding rods are used
- Use only insulated cable for the welding and return leads
- Avoid using bare metal straps as a work return
- NEVER use gas or water pipes as part of the welding circuit
- Connect the return as close as possible to the welding machine return is connected only to one workplace
- Connect all leads before turning on the power source
- Keep welding leads as short as possible
- Only coil them using a pattern to minimize inductance
- DO NOT drag live welding leads to the work
- DO NOT hold electrode under the arm pit while changing them
- DO NOT wrap the electrode lead around yourself
- Remove electrodes from holder and switch off the power source when not in use to elevate danger from electrical contact with persons or conductive objects
- DO not use leaking water- cooled equipment
- Keep clothing and gloves dry from preparation
- Avoid working in rain or close to water
- Keep welder and work area dry

<ul style="list-style-type: none">• Clean up and store all leads and equipment• MEDIUM	<ul style="list-style-type: none">• Manual handling• Damage to equipment	<ul style="list-style-type: none">• Use mechanical aids, get help, use correct lifting technique• Store equipment so that leads and connections are protected from damage
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License/Training		List Plant-Equipment	
<i>Work Activity Induction</i>		<i>Welder</i>	
List: /Personal Protective Equipment required for this Activity	List Equipment Maintenance Checks required for this Activity	Engineering Certificates	Hazardous Substance
<i>Overalls</i> <i>Ear Protection</i> <i>Full face Helmet</i> <i>Outer clothing should be non-flammable</i> <i>Insulating Gloves</i> <i>Safety Boots</i>	<i>Electrical Leads</i> <i>Welding accessories Output lead, electrode holder, torches, wire feeders</i> <i>Power source earth resistance</i> <i>Power source insulation resistance</i>	Type	Type
Duties & Responsibilities			
To ensure the safety of co-workers and general public. To report all incidents and near misses to team leader. Ensure equipment is in safe working order. Perform safety checks of equipment			

