**Arc Welding**

**Standard Operating Procedure**

**DO NOT use this machine unless your instructor has instructed you in its safe use and operation and has given permission to use it**

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| Safety glasses must be worn at all times in addition to welding mask. | Hair Protection circleLong and loose hair must be contained. |
| Appropriate footwear with substantial uppers must be worn.Foot Protection circle | Protective Clothing circleClose fitting/protective clothing to cover arms and legs must be worn. |
| Prohibition circleRespiratory protection devices may be required for some operations. | Hand Protection circleOil free leather gloves and spats must be worn when welding. |
| Prohibition circleRings and jewelry must not be worn. | A welding mask with correct grade lens for Arc welding must be worn.  Welding Mask circle |

**PRE-OPERATIONAL SAFETY CHECKS**

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|  | Ensure no slip/trip hazards are present in workspaces and walkways. |
|  | Ensure the work area is clean and clear of grease, oil, and any flammable materials. |
|  | Keep the welding equipment and work area dry to avoid electric shocks. |
|  | Ensure the gloves are dry and free from holes to avoid electric shocks. |
|  | Ensure electrode holder and work leads are in good condition. |
|  | Ensure fume extraction unit is on before beginning welding operation. |
|  | Ensure other people are protected from flashes by closing curtain to welding bay or by erecting screens. |

**OPERATIONAL SAFETY CHECKS**

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|  | Keep welding leads as short as possible and coil them to minimize inductance. |
|  | Ensure the electrode holder has no electrode in it before turning on the welding machine. |
|  | Ensure current is correctly set according to electrode selection. |
|  | Do not use bare hands and never wrap electrode leads around yourself. |
|  | When welding is finished or interrupted, remove electrode stub from holder and switch off power source. |
|  | Switch off the machine and fume extraction. |
|  | Hang up electrode holder and welding cables and leave the work area in a safe, clean and tidy state. |

**This Standard Operating Procedure does not necessarily cover all possible hazards associated with the machine. The operator of any machinery should be committed to operating this and all machinery in a safe manner. In addition this SOP has been designed to be used as part of an education program which was designed to teaching Safety Procedures and to act as a reminder to users prior to machine use.**

**Date**

**Instructor’s Signature**

**Student Signature**