# SAFE WORK INSTRUCTION

## ARC WELDER

### PERSONAL PROTECTIVE EQUIPMENT

<table>
<thead>
<tr>
<th><strong>Safety glasses</strong></th>
<th><strong>Safety footwear</strong></th>
<th><strong>Long or loose hair must be contained.</strong></th>
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</thead>
<tbody>
<tr>
<td>must be worn at all times.</td>
<td>must be worn.</td>
<td>must be contained.</td>
</tr>
<tr>
<td><strong>A welding mask with</strong></td>
<td><strong>Oil free leather gloves and spats must be worn.</strong></td>
<td><strong>Respiratory protection devices must be worn.</strong></td>
</tr>
<tr>
<td><strong>correct grade lens for</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GTAW must be worn.</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Close fitting / protective clothing to cover arms and legs must be worn.</strong></td>
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### POTENTIAL RISKS

1. Electric shock.
2. Fumes.
3. Radiation burns to eyes or body.
4. Body burns due to hot or molten materials.
5. Flying sparks and fire.

<table>
<thead>
<tr>
<th><strong>DON'Ts</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>✗ Do not use faulty equipment. Immediately report suspect equipment to your supervisor.</td>
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<tr>
<td>✗ Never leave the welder running unattended.</td>
</tr>
</tbody>
</table>

### PRE-OPERATIONAL SAFETY CHECKS

- Locate and ensure you are familiar with all machine operations and controls.
- Check workspaces and walkways to ensure you have not created slip/trip hazards.
- Ensure the work area is clean and clear of grease, oil and any flammable materials.
- Keep the welding equipment, work area and your gloves dry to avoid electric shocks.
- Ensure your gloves, welding gun and work leads are in good condition.
- Ensure other people are protected from flashes by closing the curtain to the welding bay or erecting screens.
- Start the fume extraction unit before beginning to weld.

### ENDING OPERATIONS AND CLEANING UP

- Switch off the machine and fume extraction unit when work completed.
- Close the gas cylinder valve.
- Hang up welding gun and welding cables.
- Leave the work area in a safe, clean and tidy state.

### OPERATIONAL SAFETY CHECKS

- Ensure machine is correctly set up for current, voltage, wire feed and gas flow.
- Ensure work return earth cables make firm contact to provide a good electrical connection.
- Take care to avoid flashes.

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This Safe Work Instruction does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with other references. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use.

Approved by: Associate Director Health, Safety and Wellbeing

Content Manager: Health Safety and Wellbeing Manager

Once printed this document is uncontrolled.

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