PURPOSE

To ensure safe practices, while using gases bottles, are met to prevent injury or fire.

APPLICATION

All faculties, service divisions, clubs, student related associations and contractors who at a University of Auckland campus, a University of Auckland controlled entity or whilst undertaking any University-sanctioned activity shall follow this guideline.

GUIDELINES

1. General Precautions for Use of Compressed Gases

1.1. Never drop a cylinder or allow cylinders to strike each other violently.
1.2. Avoid dragging, rolling or sliding cylinders.
1.3. Transport and secure to a trolley if the cylinder needs to be carried any distance.
1.4. Never tamper with safety devices in valves or cylinders.
1.5. Cylinder valves should be opened slowly to prevent damage to the regulator, or in some cases, compression heating within the regulator.
1.6. Never allow cylinders to reach a temperature greater than 50 degrees.
1.7. Never use grease on threads which may come in contact with any gases.
1.8. Valves should open with hand. If the valve fails to open return the cylinder as faulty. Do not use excessive leverage or hammers to open the valve.
1.9. Do not position cylinders where they may become part of an electrical circuit.
1.10. Never leave a cylinder unattended in a public place.
1.11. Always turn a cylinder off when not in use.
1.12. Faulty cylinders must be returned immediately.
1.13. Store cylinders in a secure ventilated area protected from the weather elements & sources of ignition.

2. General Instructions for Hooking Up a Cylinder

Preparation for Use
2.1. Cylinder should be free of oil, grease or other combustibles.
2.2. Confirm the valve is off.
2.3. Remove valve cover.
2.4. Confirm cylinder valve matches the regulator.
2.5. Refer to manufacturers instruction manual for set up & operating

**Cylinder hook-up**

2.6. Ensure the connection on the manifold or regulator is clean.
2.7. Ensure that the correct regulator is selected – cylinders containing flammable gases have a different thread to prevent incorrect regulator being attached.
2.8. Attach regulator using only reasonable force to tighten and ensure regulator is closed.
2.9. The cylinder valve can now be opened SLOWLY.
2.10. Open the valve fully and then close 1/4 turn to enable subsequent users to determine open or closed.

**After Use**

2.11. Cylinder valves should always be closed after use.
2.12. Use only sufficient force to close cylinder valves.
2.13. Ensure valve cover is refitted to the cylinder.

**3. Leak Detection**

3.1. Locate leaks by brushing areas with a soapy water mix to check for leaks. You should see bubbles if there is a leak. Verify by closing the valve on the cylinder and note if the bubbles continue.
3.2. Remedy - tightening connection between the regulator/hose and the valve.
3.3. Never use sealing or jointing compounds to cure leaks.
3.4. NEVER USE A MATCH.