

 DALHOUSIE UNIVERSITY Facilities Management Arc Welding Safe Work Instructions	<i>Policy Sponsor:</i> Assistant Vice President Facilities Management	<i>Approval Date:</i> September 2010
	<i>Responsible Unit:</i> Facilities Management	<i>Revisions:</i>
Service: Trade Services		Shop: Mechanical - Welding
Hazards Identified: Flying objects, electric shock, heat, bright light, ultra violet radiation, fumes, gases, fire		
Personal Protective Equipment Required: Welder helmet, filtered shade for helmet compatible with type of welding, welders gauntlets, spar shield, leather apron, flame resistant clothing, respirator		
Training Required: Before using this type of equipment employees must receive training from a competent person in its proper use and maintenance.		

These safe work practices must be reviewed regularly and must be followed at all times.

1. Do not use this type of equipment unless you have been properly trained in its use.
2. The required personal protective equipment must be used at all times.
3. Always follow the information provided by the manufacturer about the proper use and maintenance of this equipment.
4. Do not use the equipment for anything other than its intended purpose.
5. Check the equipment before use to ensure that it is not damaged or defective.

6. Tag damaged or defective tools and remove them from service immediately so they can be serviced or replaced.
7. Ensure that all PPE is worn correctly.
8. Always use a respirator when welding toxic or coated materials.
9. Do not weld dirty plate or plate contaminated with an unknown substance.
10. Ensure that the welding area is adequately ventilated for the work in progress.
11. Use a cover lens to protect your filter shade lens
12. Replace your cover lens and / or filter shade lens if it becomes pitted, scratched or hazy.
13. Do not wear clothing that has been stained by oil, grease, gas or other flammable contaminants.
14. Wear long sleeve shirts, button cuffs and neck when welding.
15. Do not wear pants with cuffs.
16. Wear a fire resistant skull cap under your welding helmet.
17. Always wear high, snug fitting boots.
18. Ensure that there are no flammable materials in the work area.
19. Ensure that appropriate screens or curtains are in place to protect others.
20. Ensure that everyone within 75 ft. wears eye protection if your work area cannot be shielded.
21. Remove ignition sources such as matches and lighters from your pockets before welding.
22. Remove all ignition sources such as matches and lighter from your pockets before welding.
23. Ground all electrical equipment and the work piece.
24. Ensure that you are using the correct cable size.

25. Ensure that all cable connections are tight, dry and clean.
26. Ensure that cables are free of oil and grease.
27. Remove loops and tangles from cables.
28. Do not breathe near the welding smoke plume; use a target exhaust unit to ventilate the area.
29. Do not work in damp or wet areas and keep your hands and clothing dry.
30. Keep all non-essential personnel away from the work area.
31. Do not wear contact lenses when welding.
32. Do not wear gas welding goggles when arc welding.
33. Do not wear clothing that is made of synthetic materials.
34. Do not strike and arc on a gas cylinder.