

**Method Statement  
6 Welding**

**It is the individual responsibility of all Greenberg Ltd employees to comply with the safety instructions contained within this Method Statement.**

**Only personnel who are authorised and adequately trained, or if undergoing training, are properly supervised are to carry out work on behalf of the Company. IF IN DOUBT - ASK!**

**10 General Tips on Safe Welding Procedure:**

- 1 OBSERVE ALL PRECAUTIONS FOR GENERAL ELECTRICAL SAFETY.
- 2 USE INSULATED FLOORING.
- 3 ENSURE THAT ONLY TRAINED AND AUTHORISED OPERATIVES CARRY OUT WELDING AND ARE WEARING THE CORRECT PPE.
- 4 ENSURE THAT ADEQUATE AND SUITABLE SCREENING IS PRE-POSITIONED PRIOR TO WELDING.
- 5 ENSURE ADEQUATE VENTILATION.
- 6 ENSURE THAT OVERALLS ARE KEPT FREE OF GREASE AND OTHER FLAMMABLE MATERIALS.
- 7 ENSURE THAT WELDING IS CARRIED OUT AWAY FROM SOURCES OF OPEN EXPLOSIVE/FLAMMABLE SUBSTANCES.
- 8 ENSURE THAT ALL TANKS AND VESSELS CONTAINING FLAMMABLE MATERIALS ARE THOROUGHLY PURGED BEFORE WELDING TAKES PLACE.
- 9 ALWAYS WEAR THE APPROPRIATE PPE!
- 10 ENSURE THAT OPERATIVES ARE AWARE OF THE CARE AND MAINTENANCE OF GAS CYLINDERS.

**10 General Tips on the Safe Use of Gas Cylinders**

- 1 CHECK THAT EACH CYLINDER IS LABELLED AND THE GAS IS WHAT YOU WANT.
- 2 CHECK THAT THE SYSTEM YOU ARE CONNECTING TO IS DESIGNED TO TAKE THE GAS PRESSURE. ANY EQUIPMENT USED IN CONJUNCTION WITH GAS SHOULD BE OPERATED IN ACCORDANCE WITH THE MANUFACTURER'S/SUPPLIER INSTRUCTIONS.
- 3 TAKE PRECAUTIONS TO PREVENT CYLINDERS FROM FALLING, WHEN IN USE, IN STORE OR BEING TRANSPORTED - BEWARE FREE STANDING CYLINDERS!

- 4 TAKE PRECAUTIONS TO PREVENT BACK-FEED OF OTHER PRODUCTS INTO GAS CYLINDERS.
- 5 MAKE SURE ALL OXYGEN FITTINGS ARE FREE OF OIL, GREASE AND ANY COMBUSTIBLE MATERIALS.
- 6 CHECK ALL CONNECTIONS AND EQUIPMENT FOR LEAKS.
- 7 USE EYE PROTECTION WHEN HANDLING GLASS AND WEAR THE APPROPRIATE PROTECTIVE CLOTHING.
- 8 ALWAYS TURN OFF THE GAS SUPPLY AT THE CYLINDER WHEN THE JOB IS FINISHED. DISCONNECT EQUIPMENT (REGULATORS, HOSES, BLOWPIPES) BEFORE TRANSPORTING CYLINDERS ON VEHICLES, OR PUTTING THEM IN STORE, STORE CYLINDERS IN A DESIGNATED AND CONTROLLED PLACE.
- 9 ALWAYS CHECK CYLINDERS FOR LEAKS BEFORE PLACING THEM IN CLOSED VEHICLES AND ENSURE THERE IS PLENTY OF VENTILATION WHILST THE CYLINDERS REMAIN IN THE VEHICLE. DO NOT SMOKE!
- 10 REPORT TO BOC ALL DAMAGE TO BOC CYLINDERS AND NEVER DISGUISE DAMAGE IN ANY WAY OR ATTEMPT TO REPAIR!

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**Safe Welding Procedure - Steel**

**MIG Welding Equipment SIP Ideal 220:**

- 1 Prior to carrying out any welding operations ensure that the CORRECT PROTECTIVE CLOTHING AND EQUIPMENT is being worn.
- 2 Position welding equipment close to a SERVICEABLE 3 - PHASE electrical supply, ensuring that the working area is ADEQUATE, FREE FROM OBSTRUCITON and SAFE to work in.
- 3 Position WELDING SCREENS to afford MAXIMUM PROTECTION to other operatives and passers-by.
- 4 Check that the welding equipment is connected to O<sup>2</sup> GAS (IN BLACK CYLINDER).
- 5 Plug welding equipment into 3-phase supply and SET CONTROLS TO SUIT MATERIALS TO BE WELDED.
- 6 Ensure that the EARTH CONNECTION IS CLEAN, position clamp onto materials to be welded, eg; shutter guide, pinson housing, etc.
- 7 Check GAS, WIRE FEED and TORCH OPERATION by DEPRESSING TORCH TRIGGER.
- 8 Ensure the material to be welded is CLEAN, FREE FROM GREASE and OTHER SURFACE COVERINGS, eg; cutting fluids, paint etc, and that the CONTACT AREA has been PREPARED TO ACCEPT WELDING.
- 9 ENSURING THAT PROTECTIVE WELDING MASK IS WORN/HELD IN POSITION, proceed to weld by aiming the torch at the target area and depressing the trigger, the gas and wire will automatically feed.
- 10 When welding is complete, release the trigger and the gas and wire feed will stop automatically.
- 11 In the event of wire snag, snip off the offending piece and depress the trigger to confirm the free flow of wire and gas has been re-established. IF THE PROBLEM PERSISTS; INFORM YOUR SUPERVISOR IMMEDIATELY!

**Safe Welding Procedure - Aluminium**

**MIG Weling Equipment Compactblu 243 CV/DC**

- 1 Prior to carrying out any welding operations ensure that the CORRECT PROTECTIVE CLOTHING AND EQUIPMENT is being worn.
- 2 Position welding equipment close to a SERVICEABLE 3-PHASE electrical supply, ensuring that the working area is ADEQUATE, FREE FROM OBSTRUCTION and SAFE to work in.
- 3 Position WELDING SCREENS to afford MAXIMUM PROTECTION to other operatives and passers-by.
- 4 Check that the welding equipment is connected to PURE ARGON GAS (IN BLUE CYLINDER).
- 5 Plug welding equipment into 3-phase supply and SET CONTROLS TO SUIT MATERIALS TO BE WELDED.
- 6 Ensure that the EARTH CONNECTION IS CLEAN, position clamp onto material to be welded, eg; cleat bolt.
- 7 Check GAS, WIRE FEED and TORCH OPERATION by DEPRESSING TORCH TRIGGER.
- 8 Ensure the material to be welded is CLEAN, FREE FROM GREASE and OTHER SURFACE COVERINGS, eg; cutting fluids, paint etc, and that the CONTACT AREA has been PREPARED TO ACCEPT WELDING, eg; the material is MILL FINISH and has a PRE-DRILLED HOLE for access to cleat.
- 9 ENSURING THAT PROTECTIVE WELDING MASK IS WORN/HELD IN POSITION, proceed to weld by aiming the torch at the target area and depressing the trigger, the gas and wire will automatically feed.
- 10 When welding is complete, release the trigger and the gas and wire feed will stop automatically.
- 11 In the event of wire snag, snip off the offending piece and depress the trigger to confirm the free flow of wire and gas has been re-established. IF THE PROBLEM PERSISTS; INFORM YOUR SUPERVISOR IMMEDIATELY!

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**Safe Welding Procedure - Aluminium**

**MIG Welding Equipment Eland MIG 240**

- 1 Prior to carrying out any welding operations ensure that the CORRECT PROTECTIVE CLOTHING AND EQUIPMENT is being worn.
- 2 Position welding equipment close to a SERVICEABLE 3-PHASE electrical supply, ensuring that the working area is ADEQUATE, FREE FROM OBSTRUCTION and SAFE to work in.
- 3 Position WELDING SCREENS to afford MAXIMUM PROTECTION to other operatives and passers-by.
- 4 Check that the welding equipment is connected to PURE ARGON GAS (IN BLUE CYLINDER).
- 5 Plug welding equipment into 3-phase supply and SET CONTROLS TO SUIT MATERIALS TO BE WELDED.
- 6 Ensure that the EARTH CONNECTION IS CLEAN, position clamp onto material to be welded, eg; cleat bolt.
- 7 Check GAS, WIRE FEED and TORCH OPERATION by DEPRESSING TORCH TRIGGER.
- 8 Ensure the material to be welded is CLEAN, FREE FROM GREASE and OTHER SURFACE COVERINGS, eg; cutting fluids, paint etc, and that the CONTACT AREA has been PREPARED TO ACCEPT WELDING, eg; the material is MILL FINISH and has a PRE-DRILLED HOLE for access to cleat.
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