**Personal Protective Equipment and Clothing.**

**DO NOT** use this machine unless you have been instructed in its safe use and

operation and have been given permission.

**This safe Operating Procedure does not necessarily cover all possible hazards associated with this equipment and should be used in conjunction with the manufacturer’s guidance. It is designed as a guide to be used to compliment training and as a reminder to users prior to equipment use. Users acknowledge that improper use of equipment increases their risk of harm and that this is a decision they make. Anyone found to be using equipment incorrectly will have their usage rights removed pending a re-training exercise on the safe use of the equipment.**

**Don’t.**

X Do not use faulty equipment. Immediately report any suspect machinery.

X Never leave the machine running attended.

**Finishing Operations and Housekeeping.**

**🗸** Switch off the machine when work completed.

**🗸** Leave the work area in a clean, safe and tidy state.

**Operational Safety Checks.**

**🗸** Ensure the spot welder has cooled before making any adjustments.

**🗸** Avoid prolonged use, as this can cause heat to build up in the electrodes and arms.

**🗸** When holding work, be aware of the heat created during welding process.

**🗸** Ensure work return earth cables make firm contact to provide a good electrical connection.

**Pre-Operational Safety checks.**

**🗸** Check workspaces and walkways to ensure no slip/trip hazards are present.

**🗸** Check switchgear and cable are in sound condition.

**🗸** Check electrode points are in good condition and meet exactly.

**🗸** Ensure electrodes are securely mounted and clean from contaminants.

**🗸** Set pressure on clamps to hold work securely without damaging work.

**🗸** Preset weld time under your supervisors direction (if timer fitted).

**🗸** Use gloves to position and hold work.

**Potential Hazards and Injuries.**

**¡** Electrodes become hot with continued use.

**¡** Burns.

**¡** Hot Metal.

**¡** Spitting metal or flying sparks.

**¡** Eye injuries.

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| A\* | *For use by trained staff only. Use by anyone else strictly prohibited.* | A | *For use by adult employees (18+) who have received and signed the safe use paperwork. No lone working.* |
| B | *For use by adult employees (16+) who have received and signed the safe use paperwork. Lone working Permitted.* | C | *For use by all employees under the supervision of adult employees who have received and signed the safe use paperwork. Adult lone working permitted.* |

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| --- | --- | --- | --- | --- | --- |
| Wear Safety Boots Signs - from Key Signs UK | Safety footwear must be worn at all times in work areas. |  | Oil free leather gloves and spats must be worn. | Protective Clothing Symbol Blue Sign | AC Leigh | Close fitting/protective clothing must be worn. |
| Safety operating procedures | Long & loose hair must be contained. | Safety Glasses Must Be Worn | Signs &amp; Symbols | Safety glasses must be worn at all times. |  | Rings and jewellery must not be worn |