

Safe System of Work
OPERATING AND SAFETY INSTRUCTIONS FOR USE OF WELDING
MACHINES

Name: Training Date:.....

	Instruction	Understood ✓ or X
	Check the welding area making sure the following:	
1	No flammable materials are present	
2	Make sure the area is well ventilated	
3	Whenever possible use the extraction unit	
4	Protect all skin and eyes from UV light	
5	Make sure anybody helping is also protected	
6	Make sure you don't get reflected UV light from walls/workface	
7	Check the welding machine and leads are serviceable for use	
8	Check the extraction unit is serviceable for use	
9	Check that the lighting is serviceable and adequate for the task	
10	Make sure fire extinguisher is readily available when MIG and Arc welding and fire precautions are followed.	
11	Only authorised persons to use this equipment	
12	Please leave the working area clean and tidy	
13	Please take time to read the welding safety notes	

I have received the above training and fully understand every point that was explained to me. I confirm that I will wear the required PPE equipment when using the above machinery and take all steps to ensure my own safety. I will ask for further training if I need to and will immediately inform the Supervisor or Manager if there are any issues with the machinery.

Name:

Signed: Date:.....

I confirm that I have trained the named person and that they fully understand how to use the above machinery, have received the required PPE equipment and know to inform me immediately of any issues with the equipment or if they require further training. I authorise this person to use the equipment above.

Name:(Authorised Trainer)

Signed Date: