

Catena

Inspection & Engineering Services Ltd
Lifting Solutions & Supplies

www.catenais.co.uk

CHS015

SAFE WELDING POLICY



SAFE WELDING POLICY

Links

The following documents are closely associated with this policy:

- Health and Safety Policy
- LEV Inspection Sheet

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Document Type:	Policy
For Use By:	Catena

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Document Ref: CHS015	Issue No: 1	Date: 05/21

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Version Control	Document Location If using a printed version of this document, ensure it is the latest published version. The latest version can be found on the company Intranet site.
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Version	Date Approved	Publication Date	Approved by	Summary of Changes
0	05/20	05/20	MOM	Update of Dates
1	05/21	05/21	MOM	Amended reference to Face Fit

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INTRODUCTION

Catena Inspection & Lifting Engineering Services Ltd (here after known as CATENA) acknowledges the importance of having a policy in place to protect employees and other persons who may be involved in welding operations.

CATENA acknowledges that it has a legal responsibility to protect its workers' health by controlling the risks from welding fume. This includes specialist welders and workers who do some welding, no matter how small the amount.

In addition, CATENA recognises that welding fume is subject to the Control of Substances Hazardous to Health Regulations (COSHH) and that all welding fume can cause lung cancer, asthma and other health conditions so we will ensure that we have the appropriate controls in place.

OBJECTIVES

The purpose of this policy is to establish guidelines through which CATENA employees receive the correct information, instruction, supervision and training supported by the installation and supply of equipment needed to safely perform welding operations.

SCOPE

The welding process joins metal parts. Welding processes require heat and sometimes other substances to produce the weld. By products resulting from the welding process include fumes and gases which can be a serious health hazards to employees. Additionally, safety hazards can exist such as the potential for fire or explosion and injuries from arc radiation, electrical shock, or materials handling.

This safety policy provides guidelines for safely performing welding operations. It presents provisions for training, discussion on types of welding, safe work practices, and employee protection requirements.

This document also details the areas of responsibility within the company.

This policy affects all employees who are exposed by their job duties to welding operations. In particular this policy will cover MIG and TIG welding which is performed by staff at CATENA.

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RESPONSIBILITIES

Company Director

It is the responsibility of the Company Director by law, to protect the workers' health by controlling the risks from welding fume. This includes specialist welders and workers who do some welding, no matter how small the amount.

In order to do this the Director will consider and where appropriate implement the following risk controls:

- using alternative cold joining techniques
- welding in a way that produces less fume
- local exhaust ventilation (LEV)
- respiratory protective equipment (RPE) and personal protective equipment (PPE)
- maintaining control measures and good general ventilation
- making sure welders understand the risks and how to use controls

Specifically, the Director will:

Avoid or Reduce Exposure

To protect the workers from the health risks of inhaling welding fume, CATENA will always consider using alternative joining, cutting or surface preparation methods that produce less fume or dust.

For example:

- automate or mechanise the process, by using distance welding, turntables or enclosing the work
- reduce the amount of welding
- use materials or a process that generates less fume
- use clean metals, for example pre-fabrication shaping or better machining

Use local exhaust ventilation (LEV)

As welding is a fundamental part of the operations at CATENA the use of local exhaust ventilation systems for indoor working will be used to remove fume at its source. This is also known as extraction or fume control.

This will protect the fabricator from exposure to welding fume. It will also help to protect others nearby.

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The LEV used by CATENA works by using an airflow to remove contaminated air from the process for capture by the hood.

The types of LEV that are considered by CATENA include:

- on-torch extraction
- extracted benches
- extracted booths
- movable LEV

Use of suitable respiratory protective equipment (RPE)

CATENA recognises that it may not be able to achieve adequate control from LEV alone, or that it may not be reasonably practicable to provide LEV for all welding operations. Under these circumstances CATENA will provide suitable respiratory protective equipment (RPE).

All RPE provided will comply with HSE recommendations:

- FFP3 disposable mask or half-mask with P3 filter, for work of up to an hour
- battery-powered air-fed protective equipment for longer duration work, with a minimum assigned protection factor of 20 (APF20)
- if appropriate for the RPE provided, wearers will be clean shaven and provide face-fit testing for them

When welding is required outdoors, CATENA recognises that local exhaust ventilation will not work, so workers will be provided with suitable RPE to control exposure.

In addition to RPE, CATENA will also provide appropriate:

- personal protective equipment for their welders
- shielding to protect other workers from eye damage

Maintain exposure controls

CATENA will make sure any controls put in place to protect workers from health risks from welding fume remain effective by ensuring that:

- Instructions on how to use equipment are followed
- Equipment is kept in good working order
- If equipment is faulty, repairing it straight away
- Training workers to each day look for signs of damage

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- Getting a competent ventilation engineer to thoroughly test and examine the LEV system and its performance at least every 14 months
- Keep records of all examinations and tests for at least 5 years
- Review records – failure patterns will show where there may be a need for preventive maintenance
- Review controls when anything changes in the workplace

Training

CATENA will ensure that it provides its employees with training that identifies the risks and hazards associated with welding. This will include areas such as:

- health risks associated with welding fume
- advice on health effects and likely exposures
- how to do the job properly, including where to stand and how to angle the weld
- what pre-use checks you should make to check your welding equipment is working correctly
- how to use controls and check that they are working
- how local exhaust ventilation (LEV) systems work, for example:
 - how to position movable LEV to make sure it is in the right place as you work
 - how to ensure fume is not passing through your breathing zone
 - what pre-use checks you should make to ensure LEV is working correctly
 - how to ensure you are working within the 'capture zone' of the hood
- how to use and look after respiratory protective equipment and personal protective equipment
- what to do if something goes wrong
- safety risks associated with welding activities

Employees

Employees who are involved in welding operations are responsible for ensuring that they comply with the safety requirements of CATENA and that they follow all associated Safe Systems of Work.

The employee needs to ensure that the LEV:

- Is the right type for the job
- Is installed properly in the first place
- Is regularly checked and maintained throughout the year
- Is tested thoroughly at least once every year
- If the LEV is moved, make sure it still works
- Has an indicator to show it's working properly

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- Is checked and that it works properly every time it's used
- Is used properly according to the operating instructions

Daily checklist for LEV

- Does the indicator show the LEV is working properly?
- Is it taking away all the harmful dust, mist, fumes and gas?
- Remember, some of these may be invisible. Are you close enough to it so it can do its job properly?
- Are there any signs it is not working properly, like smells or settled dust?
- Are there any unusual noises or vibration coming from it?
- Has it been thoroughly tested, with a 'tested' label that is within date?
- Have you told your line manager about anything you think may be wrong?

This training shall be made available upon initial employment or job re-assignment.
Refresher training shall be provided upon the discretion of the Director.

HEALTH SURVEILLANCE

In recognition of its legal responsibilities in relation to the Health of its employees, Catena will require all of its employees who maybe affected by the welding process to undergo a health surveillance process.

Health surveillance is a system of ongoing health checks that is used to:

- collect data to detect or evaluate health hazards
- protect employees' health by early detection of changes or disease
- evaluate control measures

Exposure to welding fume as an asthmagen

Catena will provide respiratory health surveillance when welding, where a known asthmagen, for example chromium, is present in the fume.

Asthma health surveillance should include:

- a baseline questionnaire and spirometry
- a further questionnaire at 6- and 12-weeks post start of work (this period may vary)
- an annual questionnaire and spirometry

Catena will provide workers with adequate information, instruction and training so that they report relevant symptoms.

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Exposure to welding fume as a carcinogen

Although not required by law, Catena will develop and maintain an individual health record for all those exposed to welding fume, where the health effect is cancer. The record should contain:

- surname
- forename(s)
- gender
- date of birth
- permanent address and postcode
- national insurance number
- date when present employment started
- a historical record of jobs in this employment involving exposure to the known carcinogen

Catena recognises it's your responsibility to maintain health records and keep them for at least 40 years.

COMMUNICATION AND CONSULTATION

It is a legal requirement for the company to establish arrangements to communicate and consult with employees on issues affecting their health and safety and to take account of their views.

To achieve this objective, we will:

- establish effective lines of communication
- involve and consult with employees through:
 - individual conversations
 - notice boards
 - internal publications
 - staff meetings
 - health and safety meetings
- consult with employees when changes to processes, equipment, work methods etc. are to be introduced that may affect their health and safety

MONITORING COMPLIANCE AND EFFECTIVENESS

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Overall responsibility for policy implementation and review rests with the Company Director. However, all employees are obliged to adhere to and support the implementation of the policy. The Company will inform all employees of the policy and any amendments to the policy

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