

CITY OF WINONA WINONA, MINNESOTA ADMINISTRATIVE PROCEDURE	NUMBER: 112-17	REVISED: 0	PAGE <u> 1 </u> OF <u> 2 </u>
	SUBJECT: WELDING AND CUTTING PROCEDURES		

1.0 POLICY:

The City of Winona has established guidelines for employees who work with welding and cutting equipment. The guidelines establish uniform requirements designed to ensure that welding and cutting safety training, operation, and maintenance practices are communicated to and understood by the affected employees.

2.0 ORGANIZATIONS AFFECTED:

All employees who work with welding and cutting equipment.

3.0 ADMINISTRATIVE DUTIES:

The City of Winona Environmental, Health, and Safety Coordinator and Safety Team members have primary responsibility for developing and maintaining the written Welding & Cutting procedures. These procedures are part of the administrative manual, which can be found on the city's intranet web site or from administration.

4.0 WELDING AND CUTTING EQUIPMENT:

The City of Winona uses welding and cutting equipment according to set standards and equipment manufacturer's safety operations instructions.

5.0 TRAINING:

It is the policy of the City of Winona to permit only trained and authorized personnel to operate welding and cutting equipment. New employees will be oriented to this process through on-the-job training arranged by department management. Under no circumstances may an employee operate welding or cutting equipment until he/she has completed on-the-job training and been given clearance to do so by their supervisor.

6.0 OPERATING PROCEDURES:

Procedures for all employees who work with welding and cutting equipment at the City of Winona shall be according to manufacturer's operation manual. Generally the process of welding will take place at the City of Winona Central Garage, Park Maintenance Shop and/or remotely with sign maintenance unit.

DEPARTMENT: EHS COORDINATOR	SUPERSEDES: NONE	PREPARED BY: PWD	APPROVED BY: JRB	DATE: 5/1/2002 REVIEWED: 3/20/2013
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7.0 INSPECTIONS/MAINTENANCE:

Inspection of equipment will be done prior to each use. Any defective or damaged parts shall be replaced or repaired prior to continued use. **No** modification of equipment shall be made.

Periodic maintenance is done by a factory-trained expert or dealer.

8.0 RECORDKEEPING:

Each department performing the task of welding is responsible for maintaining “gas purchase” records. These records are maintained in the department for at least two years. Any training reports will be kept in the employees’ safety files.

9.0 SAFETY PRACTICE AND FIRE PREVENTION:

Welding and cutting can create certain hazards that safe work practices can prevent. The employee performing the task of welding has the following obligations to work safely.

1. Fire prevention – remove all fire hazards from the vicinity where welding is occurring; confine heat, sparks and slag produced; maintain fire extinguishers in work area.
2. Ventilation – Welding must be performed in a well-ventilated area and will not be allowed to be done by City of Winona employees in any confined space. Welding, cutting or heating of metals of toxic significance is not allowed to be done by City of Winona employees.
3. Personal Protective Equipment – Equipment to protect eyes, hands, skin and respiratory function must be utilized whenever welding occurs. These pieces of PPE must be selected using the OSHA guide, Tables E1 & E2 in 1926.102.
4. Flammable, Toxic, or Hazardous Materials – Transporting, moving and storing compressed gas cylinders must be done only by employees that have received special instruction in working properly with these substances as specified in OSHA’s 1926.350 standard.

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