

# LAKE MONGER COMMUNITY SHED



## BLACK – MANUAL METAL ARC - MMA WELDING INDUCTION PROCEDURE

TRAINEE NAME:

MEMBERSHIP #

DATE .../.../...

### 1. PURPOSE

The purpose of this induction is to:

- Ensure all individuals using Manual Metal Arc (MMA) welding equipment understand safe operating procedures.
- Raise awareness of hazards, PPE requirements, and emergency responses.
- Promote safe work practices and accountability within the shed.

### 2. SCOPE

This induction applies to **all members, volunteers, visitors, and contractors** who use MMA welding equipment within the community shed.

### 3. PPE REQUIREMENTS

PPE ITEM	PURPOSE	NOTES
Welding helmet or face shield (auto-darkening preferred)	Protects eyes and face from UV radiation, sparks, and spatter	Use correct shade lens
Flame-resistant clothing (long sleeves & pants)	Protects skin from burns and UV exposure	Cotton or leather only
Leather welding gloves	Protects hands from burns, sparks, and spatter	Ensure no holes or excessive wear
Enclosed Foot Wear	Protects feet from molten metal and heavy items	Ideal Leather Foot Wear
Welding jacket / apron (recommended)	Additional protection for torso and lap	Leather or flame-resistant fabric
Hearing protection (as required)	Protects against noise hazards	Use when grinding or if welding is noisy
Respirator / fume extraction (if required)	Protects against inhalation of toxic fumes	Mandatory if adequate ventilation isn't available

### 4. HAZARDS AND RISKS

- ✓ Eye injury (Arc flash, UV radiation)
- ✓ Burns (Hot metal, molten slag, sparks)
- ✓ Electric shock (Faulty equipment, poor earthing, wet conditions)
- ✓ Fire (Sparks igniting flammable material)
- ✓ Toxic fume inhalation (Welding coated or alloyed metals)
- ✓ Noise (Grinding, chipping, welding)

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## 5. SAFE WORK PRACTICES

- ✓ Inspect equipment, leads, and electrode holder for damage **before each use**.
- ✓ Ensure the work area is **clean, dry, and free from flammables**.
- ✓ Set up **welding screens** to protect bystanders from arc flash.
- ✓ Ensure **adequate ventilation** or use fume extraction.
- ✓ Always wear required **PPE**.
- ✓ Keep **cables and leads off the ground** to avoid damage and trip hazards.
- ✓ Never weld in **wet or damp conditions**.
- ✓ Disconnect power **before changing electrodes or performing maintenance**.
- ✓ Have a **fire extinguisher or fire blanket** within reach.
- ✓ Do not weld near **flammable liquids or gases**.

## 6. EMERGENCY PROCEDURES

INCIDENT	ACTION
Eye injury (arc flash / foreign object)	Seek first aid, avoid rubbing eyes, get medical attention
Burns	Cool burn under running water for at least 20 min, apply sterile dressing, seek medical help for serious burns
Electric shock	Isolate power if safe, do not touch person if in contact with live source, call emergency services (000), apply CPR if needed
Fume inhalation	Move person to fresh air, monitor breathing, seek medical help if symptoms persist
Fire	Use extinguisher or fire blanket for small fires, evacuate and call 000 if fire is uncontrolled

## 7. EQUIPMENT CHECK BEFORE USE

- ✓ Welding machine — no visible damage
- ✓ Electrode holder — no cracks or loose connections
- ✓ Leads — no exposed wires or damage
- ✓ Fire extinguisher — within reach, in working order
- ✓ Welding curtains/screens — correctly positioned

## 8. SUPERVISION

- Trainees must not weld unsupervised until formally signed off as competent.
- Trainees will be awarded the basic MMA CERTIFICATION at the discretion of the trainer.
- All first-time users will be closely supervised by a competent person during initial sessions.

Date	Issued For	Prepared By	Checked By	Approved By	Rev. No.
07/08/2025	Endorsement by LMCS Management Committee	Richard Wilson	Secretary		