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Example content:

Document no.	Scope: **This instruction applied to the safe general use of welding.** A Gouging technique is adopted.		
Review date	**References :** • **AS4024.1 Safety of Machinery;** • **OHS Act (refer State / Territory)** • **OHS Regulation (refer State / Territory)**		
Responsible supervisor	**PPE and precautions**	**Competencies or qualifications**	**Licences or permits required**
Insert name in BLOCK letters	Wear all required PPE such as ☐ Safety glasses ☐ Welding mask with correct grade lens must be worn. ☐ . ☐ . ☐ . ☐ .	Trade qualification in Metal Fabrication /.	

Safety glasses must be worn at all times in addition to welding mask.

Long and loose hair must be contained.

Appropriate footwear with substantial uppers must be worn.

Close fitting/protective clothing to cover arms and legs must be worn.

Respiratory protection devices may be required for some operations.

Oil free leather gloves and spats must be worn when welding.

Rings and jewellery must not be worn.

A welding mask with correct grade lens must be worn.

Tools and equipment required: Fume extraction must be used for this machine

Warning	Prior to the commencement of any work activity it is identified that the suggested risk control measures are not suitable or less than adequate and that major changes are required, a risk assessment is to be conducted and new controls nominated and implemented as per the risk management procedure.
Preparation	• Ensure lighting is turned on • Ensure no slip/trip hazards are present in workspaces and walkways • . • . • . • . • . • . • . • . • . • . • . • . •

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