

NUMBER 23.5 – WELDING SAFETY PROCEDURES

Number: 23.5

Issued: 9/2025

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1.0 PURPOSE:

To standardize procedures associated with production and maintenance welding and to minimize the potential risk of accident or injury associated with welding.

2.0 POLICY:

Each Signature facility will ensure compliance with OSHA Standard – 29 CFR1910.252, ANSI Standard Z49.1 “Safety in Welding and Cutting, “and ANSI Standard Z49.2 “Fire Prevention and the use of Welding and Cutting Processes.”

3.0 RESPONSIBILITIES:

- A. It is the responsibility of the **Facility Leader** to ensure compliance with this procedure in its entirety.
- B. It is the responsibility of all **Employees** to follow the requirements of this procedure.
- C. It is the responsibility of the **Maintenance Manager** to ensure that all Contract Vendors follow the requirements of this procedure.

4.0 PROCEDURE:

- A. All employees who weld in production and/or maintenance applications as part of their job must read and sign annually an acknowledgement that they understand the procedures set forth in this document (see attached Welding Safety Training Form).
- B. All employees that weld must adhere to all OSHA requirements for Personal Protective Equipment set forth in Section 29 CFR 1910.132. The list includes and is not limited to:
 - a. Protective equipment that provides shielding and protection for the eyes, face, head, hands, and feet must be used at all times while performing hot work welding.
 - b. Fire retardant clothing.
 - c. Respiratory devices as needed.
 - d. Appropriate shields and barriers as needed.
 - e. Ensure adequate ventilation in the area the welding is performed.
- C. Employees must be trained on the proper use, maintenance, and limitations of the required PPE. New employees must demonstrate the ability to use PPE properly prior to performing regular job duties for the first time.

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- D. Any welding on piping or tanks that contain, or did contain, combustible material shall be subcontracted to a professional.
- E. The Maintenance Shop (designated welding area) will be assessed annually to ensure it is in compliance with the Welding Safety Procedure (see Procedure 2.0 Job Hazard Analysis).
- F. Written certification of training on PPE Welding Safety will be retained in a Safety Notebook at the plant. Such certification shall contain the name of the employee and the date that the employee was trained.
- G. A monthly review of all permanent production and maintenance welding areas must be completed by the Safety Committee (see attached Safety Welding Checklist). Completed copies should be kept in a Safety Notebook at the plant, for a minimum of 24 months.
- H. Hot work permits are required for welding jobs that must be performed outside of the Maintenance Shop (see Procedure 23.0: Hot Work Procedure).
- I. Oxygen, Acetylene and other welding gases are a fire or explosion hazard. The following checklist must be performed prior to any welding:
 - a. Inspection of cylinders for leaks.
 - b. Inspection of valves for leaks.
 - c. Inspection of torches for leaks.
 - d. Inspection of gauges for leaks.
 - e. Inspection of hoses for leaks.
- J. All employees who perform welding operations must:
 - a. Read and understand all Material Safety Data Sheets for the gas that will be used.
 - b. Adhere to all precautions and requirements listed on the MSDS for the gas that will be used.
 - c. Never use defective or damaged equipment under any circumstance.
 - d. Adhere to the PPE required for the job.
 - e. Adhere to the Hot Work Permit Rules (if applicable).
 - f. Use extreme care when welding.
- K. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

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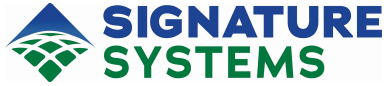
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5.0 ATTACHMENT / FORMS:

- A. Welding Safety Training Form
- B. Welding Safety Checklist Form

6.0 PROCEDURE HISTORY:

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SAFETY POLICY AND PROCEDURE MANUAL

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I have read and understand Procedure X.0: Welding Safety in the Signature Systems Safety Manual.

I agree that I will comply with this procedure in its entirety and failure to do so will result in disciplinary action up to and including termination.

SIGNED: _____

DATE: _____

PRINT NAME: _____

SUPERVISOR: _____

DATE: _____

PRINT NAME: _____

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1. Are only authorized and trained personnel permitted to use welding, cutting, or brazing equipment? YES ☐ NO ☐
2. Has each operator signed an acknowledgement stating that they have read and understood the Signature Welding Safety Procedures? YES ☐ NO ☐
3. Are compressed gas cylinders regularly examined for obvious signs of defects, deep rusting, or leakage? YES ☐ NO ☐
4. Is care used in handling and storage of cylinders, safety valves, relief valves, etc., to prevent damage? YES ☐ NO ☐
5. Are precautions taken to prevent the mixture of air or oxygen with flammable gases, except at a burner or on a standard torch? YES ☐ NO ☐
6. Is only approved apparatus (torches, regulators, pressure-reducing valves, acetylene generators, manifolds) used? YES ☐ NO ☐
7. Are oxygen containers in storage separated from flammable gas cylinders or combustible materials? YES ☐ NO ☐
8. Are cylinders stored based on chemical compatibility? YES ☐ NO ☐
9. Are cylinders kept away from sources of heat? YES ☐ NO ☐
10. Are cylinders kept away from elevators, stairs, or gangways? YES ☐ NO ☐
11. Are empty cylinders appropriately marked, and their valves closed and capped? YES ☐
NO ☐
12. Are signs reading: DANGER – NO SMOKING, MATCHES, OR OPEN LIGHTS, posted in work area? YES ☐ NO ☐
13. Are cylinders, cylinder valves, couplings, regulators, hoses, and apparatus kept free of oil or greasy substances? YES ☐ NO ☐
14. Are provisions made to never crack a fuel-gas cylinder valve near sources of ignition?
YES ☐ NO ☐
15. Is red used to identify the acetylene (and other fuel-gas) hose, green for oxygen hose, and black for inert gas and air hose? YES ☐ NO ☐

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16. Are pressure-reducing regulators used only for the gas and pressures for which they are intended?

YES ☐ NO ☐

Any “NO” answer must be immediately addressed by the Facility Leader.

APPROVED: SAFETY COMMITTEE MEMBERS

FACILITY LEADER
