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| **SAFE OPERATING PROCEDURE**  **SOLDERING IRON** | |
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| **DO NOT** use this machine unless you have completed an induction and the Supervisor has given permission | |
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| Approved safety glasses must be worn at all times. | Prevent fumes from breathing zone of operator use fume extraction fan or a suitable P2 or P3 filter mask. |
| Foot Protection circleAppropriate protective footwear with substantial uppers must be worn. | A suitable workshop apron and cotton gloves are advisable. |

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### **Never operate a faulty electrical power tool. Report it to the Supervisor.**

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### **PRE-OPERATIONAL SAFETY CHECKS**

1. **Examine the power lead and machine for damage.**
2. **Ensure that the cord does not create a slip/trip hazard.**
3. **Ensure the fumes are well ventilated to prevent fumes in the breathing zone e.g. fume extraction system.**
4. **Check condition of soldering tip. Replace if damaged.**
5. **Ensure tip is ‘tinned’ and free from waste build-up. Once the tip has warmed-up, wipe on a damp sponge to clean it.**
6. **Leave the soldering iron in the stand when warming up.**
7. **Never leave a soldering iron unattended when turned on or still hot. Leave unplugged when not required.**

#### OPERATIONAL SAFETY CHECKS

1. **Do not plug in and turn on until the tip element has been checked, or replaced and tightened.**
2. **Never touch the soldering tip. Keep your fingers clear.**
3. **Always wear safety glasses. Smoke and hot embers can often result when soft soldering.**
4. **Avoid positioning your head directly over the soldering process. Soldering often creates fumes that can be toxic.**
5. **Avoid prolonged use. This could overheat the tip element causing it to fail or oxidise.**
6. **Always allow the soldering iron to reach the desired temperature. This can take several minutes.**
7. **Ensure electrical cords are well clear of the soldering process. Do not touch electrical cords with tip.**
8. **Wash your hands after using solder – many soft solders contain toxic lead products.**
9. **Never leave the machine unattended when still switched ON or when switched OFF but still hot.**

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| **NEVER remove excess solder by flicking. Always use a damp sponge.** |

#### HOUSEKEEPING

1. **Switch off, unplug and allow to cool down before storing.**
2. **Leave the work area in a safe, clean and tidy condition.**

## POTENTIAL HAZARDS

* + **Hot elements, surfaces ◼ Burns ◼ Electricity**
  + **Eye injuries ◼ Toxic fumes**  **◼ Fire**
  + **Trip and slip**

This SOP does not necessarily cover all possible hazards associated with the tool and should be used in conjunction with other references. It is designed to be used as an adjunct to teaching Safety Procedures and to act as a reminder to users prior to tool use.

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