



LOCKSMITHS

SAFE OPERATING PROCEDURE SOLDERING IRON

DO NOT use this equipment unless you have been instructed in its safe use and operation and given prior permission.

PERSONAL PROTECTIVE EQUIPMENT

 EYE PROTECTION MUST BE WORN	 FOOT PROTECTION MUST BE WORN	 RESPIRATORS MUST BE WORN WHERE FUMES ARE PRESENT	 CLOSE FITTING PROTECTIVE CLOTHING MUST BE WORN	 HOT SURFACE	 RISK OF ELECTRIC SHOCK	 NO SMOKING	 NO RINGS OR JEWELLERY TO BE WORN



PRE-OPERATIONAL SAFETY CHECKS

- Read Operators Manual and Risk assessment.
- Keep work area clean and tidy.
- Examine the power lead & machine for obvious damage.
- Ensure that the cord does not create a slip/trip hazard.
- Ensure the workspace is well ventilated to prevent fumes in the breathing zone eg. use in open area with cross ventilation or with fume extraction system.
- Check condition of soldering tip. Replace if damaged.
- Ensure tip is 'tinned' & free from waste build-up. Once the tip has warmed-up, wipe on a damp sponge to clean.
- Leave the soldering iron in the stand when warming up.
- Never leave a soldering iron unattended when turned on or still hot. Leave unplugged when not required.

- Faulty equipment must NOT be used. IMMEDIATELY report suspect equipment.

OPERATIONAL SAFETY CHECKS

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

Date of last review	Name	Signature



0488 153 102

SOP – Soldering Iron © V1 07/2016

This SOP does not necessarily cover all possible hazards associated with this equipment or procedure and should be used in conjunction with other references. It is designed as a guide to be used to complement training and as a reminder to users prior to use.



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ENDING OPERATIONS AND CLEAN UP

- Turn off and wait until the tip element has completely cooled before storing the machine away correctly.
- Avoid trip hazards & prevent damage to electrical cord/s.
- Leave the work area in a safe, clean, & tidy condition.

MAINTENANCE

- Maintenance must only be performed by qualified personnel in accordance with the Maintenance section of the Operators Manual.
- Ensure all equipment has been tested and tagged as per applicable state/territory regulations.
- This Safe Operating Procedure DOES NOT apply to any equipment that has been modified outside manufacturer's specifications.

POTENTIAL HAZARDS AND INJURIES

- Burns from hot materials.
- Hot element, surfaces.
- Electricity
- Trips and Slips
- Fire
- Inhalation of toxic fumes.
- Eye injuries.

DON'T

- DO NOT operate equipment without wearing appropriate PPE
- NEVER flick the iron to remove excess solder**
- Do not use the machine with the guard removed.
- Never leave the machine unattended when still switched ON or when switched OFF but still HOT.
- Do not use faulty equipment. Immediately report any suspect equipment & apply a **DO NOT USE** tag.



Date of last review	Name	Signature
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Amendments and notes to be review prior to bi-annual update.

Date	Name	Item Description



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SAFE OPERATING PROCEDURES

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