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Policy Title: Hot Work Policy	Effective Date: May 15, 2019

Purpose:

The intended purpose of this policy is to provide a safe work/learning environment in buildings where temporary hot work may be performed. Potential health, safety and property hazards can result from the fumes, gases, sparks, hot metal and radiant energy produced during hot work. These, and other hazards, can be reduced through the implementation of effective controls as outlined in this Policy.

Scope:

This policy applies to all employees, and contractors involved in welding, cutting or braising of metals, in areas other than those designated specifically for that purpose.

Responsibilities:

- It is the responsibility of each employee engaged in hot work to implement controls that will eliminate or greatly reduce the hazards generated by their work.
- It is the responsibility of each supervisor, whose employee(s) engage in hot work, to ensure that the guidelines in this Policy are implemented and hazards are controlled so as not to present a fire or injury exposure. It is also the responsibility of the supervisor to insure the employee(s) they designate to perform hot work, utilizes the necessary procedures and equipment, so as to minimize that employee's own exposure to the hazards generated.
- It is the responsibility of the Safety Officer to provide his/her professional expertise to supervisors and staff involved in the preplanning of a job that requires hot work. Furthermore, it is the responsibility of the Safety Officer to issue permits to outside contractors performing hot work on the employer's premises.

Program Description:

General Cutting and Welding Controls

If possible, perform the hot work in designated shops, only. In the event this is not possible, then areas where hot work is to be done should be properly prepared prior to work commencement. The following controls should be implemented:

- Cutting and welding operations are restricted to properly trained and authorized individuals only.
- Move combustible materials at least 35 feet from the work site. If this is not possible, then protect combustible items with metal guards or flame proof curtains or covers. (Ordinary tarpaulins or cloths are not acceptable protection).
- Cover floor and wall openings located 35 feet or less to the work site, to prevent hot sparks from entering walls or falling beneath floors to a lower level.
- Use fire resistant curtains and/or tinted shields to prevent fire, employee burns and ultra-violet light exposure.

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Ventilation and Atmospheric Testing

Hot work should not be conducted in the presence of flammable gases, vapors, liquids, or dusts (where an explosive concentration can develop). Atmospheric testing prior to work commencement, and periodically thereafter, should be conducted if the atmosphere in the work area has the potential to become hazardous.

Ventilation of the work site, either through local or general exhaust ventilation, should be adequate for the work performed. The vent terminator of a local exhaust system must not be located near operational air intakes to any building.

Fire Protection

A person, other than the operator, should perform fire watch duty. This duty includes remaining on the work site for at least 30 minutes after hot work operations have ended. In addition, the following steps should be taken:

- A fire extinguisher rated not less than 2-A:20-B:C must be available in shop areas where hot work is performed.
- A fire extinguisher rated not less than 2-A:10-B:C must be attached to all portable cutting and welding carts.
- If a building or area is equipped with a sprinkler system, then that system must be operational when the hot work is performed.

Personal Protective Equipment (PPE)

PPE specifically designed for hot work should be provided to and utilized by employees performing the hot work. Supervisors should consult the Safety Officer if they have a question regarding employee exposure and the PPE necessary to protect them.

Hot Work in Confined Spaces

Any hot work done in confined spaces, whether designated Permit Entry or non-permit entry will follow Permit Entry Required procedures for confined spaces. The very nature of hot work in a confined space makes the atmospheric hazards of that space a danger to employee health. Consult the Safety Officer before conducting hot work in any confined space.

Compressed Gas Cylinder Storage and Handling

The safe storage and handling of compressed gas cylinders is an important part of cutting and welding operation. The following steps should be followed:

- Oxygen and fuel gas cylinders should be stored separately with the protective valve caps in place. Except when in use, oxygen and fuel gas cylinders should be stored at least 20 feet apart or separated by a noncombustible wall at least 5 feet high.

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- Cylinder carts equipped with a cylinder restraint, such as a chain or strap, must be used for the transporting of all compressed gas cylinders.
- All cylinders must be secured, when stored or in use. Securing devices in storage should prevent the tipping over of the cylinder. When in use, cylinders should remain on a welding cart and be secured to that cart.
- All cylinders not in use must have their protective valve cap in place.
- Regulators must be compatible with the cylinder and its contents. Regulators are gas specific, so make sure the correct regulator is used.

Hot Work Permits

No hot work can be done without the issuance and posting of a hot work permit, except in those shops that have areas dedicated to hot work. There are two types of hot work permits that can be issued, In-house Hot Work Permit and the Outside Contractor Hot Work Permit.

The Hot Work Permit procedure is as follows:

In-House The supervisor issues the Hot Work Permit to his/her own employee(s). Each permit is job specific. At the end of the job, the supervisor is to send the expired permit to the Safety Officer. This permit will be kept on file for a period of not less than one year.

The employee(s) assigned to perform the hot work is to hang the Hot Work Permit at the job site.

Outside Contractor

Access to the Hot Work Permit Policy should be provided to all outside contractors that will engage in hot work.

Prior to beginning any hot work, the contractor's representative should contact the Safety Officer and arrange for the issuance of a hot work permit. Once issued, the permit must be displayed on the job site. The contractor's personnel are expected to adhere to all the guide lines set forth in this Policy.

Training

It is expected that any employee engaged in hot work has received training and developed the skills necessary to work in a safe and professional manner.

The Safety Officer will train and consult with any employee, at the request of their supervisor, on the topic of personal and fire safety as it relates to hot work.

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All supervisors with a need to issue hot work permits will be trained in their completion, and the guidelines of this Policy, by the Safety Officer.

For More Information

References available:

Handbook of Compressed Gases, Compressed Gas Association

Welding, Cutting and Brazing, 29 CFR 1910 Subpart Q

Personal Protective Equipment, 29 CFR 1910 Subpart I

Permit Required Confined Spaces, 29 CFR 1910.146

ADOPTED: 05/15/2019

AMENDED:

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HOT WORK PERMIT FORM

Instructions: Complete all fields on this form. Form must be approved by the Building Agent, Manager, or Owner. This form must be in the possession of the HOT WORK Crew until the job is completed, then it must be in the possession of the authorizing agent for at least 48 hours after the job has been completed. This form must be made available to the Fire Department upon request.

IN CASE OF FIRE CALL – 911

Date Permit Valid: _____ **Start Time:** _____ **End Time:** _____

Person In Charge: _____

Address of Work Site: _____

Description of Hot Work: _____

Site Telephone Number: _____

Last Fire Extinguisher Training Date for Crew Members: _____

Last Torch/Arc Welding Training Date for Crew Members: _____

FIRE PREVENTION AND SITE PREPARATION (Check All That Apply)

- There are no combustibles within 30 feet of the work area.
- Combustibles within 30 feet of the work area have been shielded from sparks and open flames.
- Exposed combustible wall studs or surfaces have been shielded from sparks and open flames.
- A suitable Water or Dry Chemical ABC fire extinguisher is within 30 feet of the work area.
- The work area is clear of debris, shavings, and trash.
- The Fire Alarm System has been protected to prevent accidental activation
- Gas Cylinders are not corroded or damaged.
- Gas Cylinders are properly marked for the material they contain.
- Gas Cylinder valves are in good condition.
- Gas Cylinder regulators are in good condition and are working properly
- Gas Cylinder internal pressures are normal (not over pressurized)
- Gas Cylinders hydrostatic test period has not expired.
- Gas hoses are in good shape and properly connected.
- Torches are properly attached and work properly.
- Electric Arc welding equipment is in good condition.
- Electric Arc welding machine is properly grounded.
- Electric Arc connections fit properly and correctly.
- Electric Arc electrodes are of the proper type and size for the work.
- Electric Arc electrode holders are in good condition.
- Electric Arc wires are not frayed and are in good condition.
- Personnel using equipment are wearing proper attire for the work selected.
- The appropriate eye protection is being used by ALL personnel.

Firewatcher: _____ **Time Started:** _____ **Time Ended:** _____

Hot Work Permit Authorized By: Signed: _____

Title: _____ **Date:** _____