

# Important Things For You to Remember About ...

## Hot Work Procedures

- A HOT WORK PERMIT *MUST* BE COMPLETED WHENEVER HEAT-, FLAME-, OR SPARK-PRODUCING WORK IS PERFORMED OUTSIDE OF AN AREA DESIGNATED FOR CONTAINING SUCH FIRE HAZARDS
- PRIOR TO BEGINNING HOT WORK, YOU MUST NOTIFY ALL PERSONNEL IN THE AREA
- A TRAINED FIRE WATCH MUST BE ASSIGNED PRIOR TO THE BEGINNING OF THE HOT WORK AND IN ATTENDANCE UNTIL 30 MINUTES AFTER THE COMPLETION OF THE HOT WORK



### General procedures

- The Hot Work Permit is initiated by the worker performing the work or the worker's supervisor
- The permit must be signed by the worker's supervisor and displayed at the job site for the duration of the hot work
- Permits are valid for a maximum of eight hours after which a new permit will be issued
- Return expired permits to the maintenance supervisor; they are kept on file for review by our insurance carrier
- Never perform hot work in the following situations:
  - If the area is not approved by management
  - If cutting, welding or other equipment is not in safe condition
  - In sprinklered areas while the protection is impaired
  - In the presence of explosive atmospheres (gasses, dust, vapor) or where they may develop (inside improperly cleaned or prepared tanks or equipment that may have flammable material or combustible dust)

### Area preparation

- All flammable and combustible liquids must be removed for at least a 35-foot radius
- All wall and floor penetrations must be sealed within a 35-foot radius
- Combustible flooring and any other combustible material that can not be moved must be dampened, protected with fireproof tarps, etc.

- Move combustible away from the opposite side of walls, ducts and pipes that could transfer heat
- Provide shielding to protect others in the area from weld flash, sparks and slag
- Ensure enclosed equipment is cleaned of all flammable and combustible materials, and purged of flammable vapor
- If necessary, a Confined Space Entry Permit will be issued in addition to the hot work permit

### Fire protection

- All fixed fire protection systems in the area must be operational
- A trained fire watch must be in attendance to:
  1. Remain in constant attendance (including during lunch and breaks) until 30 minutes after the completion of hot work
  2. Continuously check for accidental fire in the job area and, if applicable, the floors above and below, and on the other side of walls/partitions
  3. Keep all tarps and shields used for fire prevention and safety in place
  4. Immediately stop the hot work if a hazardous situation develops
  5. Activate the fire alarm system if a fire occurs
  6. Attempt to extinguish incipient stage fires (always have a minimum of one, 10-pound multi-class dry chemical fire extinguisher on hand)