

**NUMBER 23.0 – HOT WORK PROCEDURE**

Number: 23.0

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**1.0 PURPOSE:**

To minimize the risk of fire or injury associated with portable hot work. Hot work is any process that can be a source of ignition when flammable material is present or can be a fire hazard regardless of the presence of flammable material in the workplace. Common hot work processes are welding, soldering, cutting, and brazing. When flammable materials are present, industrial processes such as grinding and drilling become hot work processes. All hot work requires compliance with this hot work procedure.

**2.0 POLICY:**

All Signature facilities will comply with OSHA Standard 29 CFR 1910.252, the "Welding, Cutting & Brazing" standard and/or local regulatory requirements as required for work performed outside the jurisdiction of OSHA standards.

**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 the **Facility Leader** to ensure that all Contractors follow this procedure.
- B. It is the responsibility of all **Employees** to follow the requirements of this procedure.

**4.0 PROCEDURE:**

- A. Whenever possible, cutting, welding, and/or grinding shall be performed in a properly arranged area of the facility specifically designed for such work.
- B. All hot work not capable of being performed in the designated hot work area of the facility will be performed on a "Permit Only" basis under specific guidelines outlined in this procedure.
- C. Hot Work Permits (see attached) are required for welding jobs that must be performed outside of areas specifically designed for welding, cutting, and/or grinding. Situations that require a Hot Work Permit include, but are not limited to:
  - Confined Spaces
  - Combustible Floors
  - Area with paint, solvents, and paper storage
  - Containers that contain flammable materials
  - Conveyor systems or duct work that could carry sparks or molten metal to an area containing combustible materials
  - Piping or tanks that contain, or did contain, combustible material
  - Any unventilated area
- D. A Hot Work Permit (See attached) are to be approved before the execution of any hot work starts
- C. The Hot Work Permit must be reviewed and approved by the Facility Leader.
- D. All precautions on the Hot Work Permit must be met prior to performing the work.
- E. A hot work permit is only valid for the date/time listed on the permit. "Blanket" Hot Work Permits are not allowed.
- F. A copy of the Hot Work Permit shall be attached to the hot work equipment being used.

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- G. Hot work cannot be started until all of the following precautions have been taken:
- All PPE must be worn
  - Automatic sprinklers must be in service and not taken out of service while the Hot Work is performed
  - All flame and spark producing equipment must be inspected and in good working order
  - Surrounding floors must be clean and free of debris/dust
  - The correct type and capacity fire extinguishers must be present
  - A fire watch attendant, specifically assigned to watch the hot work, must patrol the hot work area during the hot work and for 30 minutes after the work is completed
- H. After the work is done, the Facility Leader shall close the Hot Work Permit with the time, date, and the person who completed the work.
- I. Completed Hot Work Permits shall be retained in the safety notebook at the facility for one (1) year.
- J. Employees failing to comply with this procedure will be disciplined in accordance with normal progressive disciplinary procedures for the facility.

**5.0 ATTACHMENT / FORMS:**

A. Hot Work Permit

**6.0 PROCEDURE HISTORY**

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## SAFETY POLICY AND PROCEDURE MANUAL

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#### ATTACHMENT A – HOT WORK PERMIT

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# HOT WORK PERMIT

Seek an alternative/safer method if possible!

Before initiating hot work, ensure precautions are in place as required by NFPA 51B and ANSI Z49.1.  
Make sure an appropriate fire extinguisher is readily available.

This Hot Work Permit is required for any operation involving open flame or producing heat and/or sparks. This work includes, but is not limited to, welding, brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing, or chemical welding.

Date _____	Hot work by <input type="checkbox"/> Employee <input type="checkbox"/> Contractor
Location/Building/Floor _____	Name (print) and signature of person doing hot work _____
Work to be done _____	I verify that the above location has been examined, the precautions marked on the checklist below have been taken, and permission is granted for this work.
Time started _____ Time completed _____	Name (print) and signature of permit-authorizing individual (PAI) _____

THIS PERMIT IS GOOD FOR ONE DAY ONLY

#### PERMIT NUMBER: \_\_\_\_\_

- ☐ Available sprinklers, hose streams, and extinguishers are in service and operable.
- ☐ Hot work equipment is in good working condition in accordance with manufacturer's specifications.
- ☐ Special permission obtained to conduct hot work on metal vessels or piping lined with rubber or plastic.

#### Requirements within 35 ft (11 m) of hot work

- ☐ Flammable liquid, dust, lint, and oily deposits removed.
- ☐ Explosive atmosphere in area eliminated.
- ☐ Floors swept clean and trash removed.
- ☐ Combustible floors wet down or covered with damp sand or fire-resistive/noncombustible materials or equivalent.
- ☐ Personnel protected from electrical shock when floors are wet.
- ☐ Other combustible storage material removed or covered with listed or approved materials (welding pads, blankets, or curtains; fire-resistive tarpaulins), metal shields, or noncombustible materials.
- ☐ All wall and floor openings covered.
- ☐ Ducts and conveyors that might carry sparks to distant combustible material covered, protected, or shut down.

#### Requirements for hot work on walls, ceilings, or roofs

- ☐ Construction is noncombustible and without combustible coverings or insulation.
- ☐ Combustible material on other side of walls, ceilings, or roofs is moved away.

#### Requirements for hot work on enclosed equipment

- ☐ Enclosed equipment is cleaned of all combustibles.
- ☐ Containers are purged of flammable liquid/vapor.
- ☐ Pressurized vessels, piping, and equipment removed from service, isolated, and vented.

#### Requirements for hot work fire watch and fire monitoring

- ☐ Fire watch is provided during and for a minimum of 1 hour after hot work, including any break activity.
- ☐ Fire watch is provided with suitable extinguishers and, where practical, a charged small hose.
- ☐ Fire watch is trained in use of equipment and in sounding alarm.
- ☐ Fire watch can be required in adjoining areas, above and below.
- ☐ Yes ☐ No Per the PAI/fire watch, monitoring of hot work area has been extended beyond 1 hour.