



POLICY

6-10 Hot Work Policy and Procedure

Approval	
LC Approved:	12/12/17
Effective Date:	12/12/17
Revised:	
Responsible Party:	Director of Operations/Facilities

Policy Statement

WSU Tech committed to a workplace free of injuries. Given the diverse nature of the operations, each operation will have a Hot Work policy in place which ensures that employees or visitors to the operation are protected from the potential from related injuries and that site property and product is protected. It is required that all employees and visitors to our operations familiarize themselves with our policies and adhere to those policies.

Policy

This policy was developed to ensure that the Hot Work will be managed and proper actions are taken to prevent loss due to fire caused by Hot Work (cutting, soldering & welding, explosion or any other activity that involves an open flame). All affected employees and contractors will receive instruction as to the expectations of them to ensure compliance with this policy.

Scope

The provisions set out in this policy apply to any work done on site using a welder, torch, or any other facsimile and is to be strictly adhered to by all parties. The use of a Hot Work Permit when that hot work takes place away from the designated hot work areas is mandatory.

Responsibilities

Management

- ◆ To ensure that all employees involved in the Hot Work Process are trained (including Permit Authorizing Individual, Hot Work Operator and Fire WSU Tech).
- ◆ Conduct periodic audits to ensure compliance with this policy.
- ◆ Director of Operations/Facilities is to communicate any changes to this policy with respect to regulation and interpretation.
- ◆ Ensure that the policy is reviewed annually and is current with all applicable regulations.

PAI (Permit Authorizing Individual)

- ◆ Assess the work area and sign the Hot Work Permit PRIOR to work commencing.
- ◆ Post one part of permit at job site and place top copy of permit at the site designated area.
- ◆ Have a designated Fire WSU Tech during Hot Work. This could be anyone who has been trained as Fire WSU Tech.
- ◆ Ensure sprinkler systems are in working order monitoring once per hour for minimum of 6 hours or longer as determined.
- ◆ After completion of Hot Work ensure continuous monitoring for minimum of 30 minutes or longer as determined by the PAI. As well continue by the PAI. This function may be performed by a designated Fire WSU Tech. WSU TECH Security Officer, Machine Operator or facilities person.

See Appendix #1 for Sample Hot Work Permit

Person Performing Hot Work

The person doing the Hot Work must verify that a hot work permit is in place before starting Hot Work. The permit is issued for one location only and is valid for no longer than 24 hours. It may become invalid if conditions change (i.e. adverse environmental condition).

The person doing the Hot Work is responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the permit.

The Fire WSU Tech

- ◆ Assist Hot Work Operator in preparation and cleanup of Hot Work area.
- ◆ Wet down surrounding areas including lower floors and beams if applicable.
- ◆ Assess 35' radius for potential fire hazards.
- ◆ Be alert to any changes and identify changes or concerns to Hot Work Operator.

The Security Officer or Monitor

- ◆ At the end of the monitoring period, the completed forms are picked up and delivered to the designated area. They are stored according to underwriter's requirements.

Outside Contractors

- ◆ Will be trained and held to the same Hot Work Standards as WSU TECH employees. The supervisor who hires the contractor will ensure that this training has taken place prior to starting Hot Work and audits the process.

Telephone alarm monitoring company before Hot Work begins, whenever possible.

Telephone: 1-888-463-6023

Telephone: 1-877-532-1500

Notify the public fire department when your fire protection will be shut off so they can plan accordingly.

Appendices

1. Hot Work Permit
2. Impairment Handling Report Form

Appendix #1 Hot Work Permit
(See following pages)

HOT WORK PERMIT

CAN THIS JOB BE DONE WITHOUT HOT WORK, OR IN THE SHOP?
IF NOT, ENSURE PRECAUTIONS ARE IN PLACE!

MAKE SURE SPRINKLERS ARE IN SERVICE AND FIRE EXTINGUISHERS ARE READILY AVAILABLE!

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks.
This includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.

Note: The Required Precautions are not optional. They are required for fire-safe hot work. Please explain all "No" responses below.

Instructions

The Permit-Authorizing Individual must:

- Verify precautions listed at right (or do not proceed with the work)
- Complete and retain this page
- Give the second page to the person doing the work.

Who, When, and Where?

Hot Work Being Done By

- Employee
 Contractor

Date Job/Work Order No.

Location/Building and Floor

Nature of Job/Object

Name of Person(s) Doing Hot Work

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual

Permit Expiration

Expiration Date Expiration Time AM
 PM

Name of Assigned Fire Watch

**THIS PERMIT IS GOOD FOR
24 HOURS ONLY!**

Required Precautions Checklist

- Available Sprinklers in Normal Automatic mode and valve open.
 Hot Work equipment in good repair.

Assess 35 ft radial "sphere" of work for potential fire hazards:

- Floors, work level and below, cleaned or protected.
 All other combustibles removed or shielded from sparks.
- Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
 - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
 - If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
- Transmission or conveying of sparks to adjacent areas eliminated or protected.
- Tightly cover wall/floor openings with fire-retardant material.
 - Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
 - Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.
- Explosive atmosphere eliminated or potential not present.

Work on walls, ceilings or enclosed equipment:

- Construction materials verified as noncombustible and without combustible covering or insulation.
 Combustibles on other side of walls relocated or protected.
 Enclosed equipment cleaned and protected from all combustibles.
 Containers purged of flammable liquids/vapors.

Fire watch/hot work area monitoring requirements:

- Continuous fire watch provided during and for *at least 30 minutes* after hot work, including all breaks.
 Fire watch supplied with suitable extinguishers/hoses.
 Fire watch trained in the use of fire equipment and sounding alarm.
 Area to be monitored hourly for a *minimum 6 hours* after job is completed, or longer if required.

Other precautions that may be required:

- Fire watch provided for adjoining areas, above, or below.
 Confined Space or Lock-Out-Tag-Out required/used.
 Area smoke or heat detection disabled to eliminate false trip.

Other: _____

Comments:

WARNING!

**HOT WORK IN PROGRESS
WATCH FOR FIRE!**

IN CASE OF EMERGENCY:

CALL: _____

AT: _____

WARNING!

FIRE WATCH/MONITOR RECORD

Checked by (initials)	Date	Time	Checked by (initials)	Date	Time

Appendix #2

CUSTOMER	401615 -		LOC. ID	
LOCATION (address, city, country)			PHONE NO.	
REPORTER (Name/Title)				
IMPAIRMENT CLASS (check one)	<input type="checkbox"/> Automatic Sprinklers	<input type="checkbox"/> Fire Pump	<input type="checkbox"/> Underground	
	<input type="checkbox"/> City Water	<input type="checkbox"/> Alarm System	<input type="checkbox"/> Tank	
	<input type="checkbox"/> Special Exting. System	<input type="checkbox"/>	<input type="checkbox"/> Other	
TYPE	<input type="checkbox"/> P=PLANNED, E=EMERGENCY, H=HIDDEN, LT=LONGTERM, OG=ONGOING			
DESCRIBE THE IMPAIRMENT				
RESULT OF LOSS?	<input type="checkbox"/>	<input type="checkbox"/> YES	<input type="checkbox"/>	<input type="checkbox"/> NO
AREA AFFECTED				
START (date & time)			ESTIMATED RESTORATION (date & time)	
PRECAUTIONS (Y/N)				
RED TAGS				
NOTIFY DEPARTMENT HEADS				
CEASE HAZARDOUS OPERATIONS				
CHARGED HOSE LINES AND EXTINGUISHERS				
DISCONTINUE WELDING, CUTTING, HOT WORK				
DISCONTINUE SMOKING				
NOTIFY FIRE DEPARTMENT				
NOTIFY ALARM COMPANY				
WORK TO BE CONTINUOUS				
WATCHMEN SURVEILLANCE				
EMERGENCY CONNECTION PLANNED				