

## Sample Framework for a Hot Work Permit Program \*

*(Name of Company)*

*(Date)*

### **Purpose**

The purpose of this program is to establish safe procedures for conducting Hot Work tasks. It includes, but is not limited to: brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing and welding.

### **Scope**

This program applies to all employees and outside contractors who are authorized to conduct Hot Work operations.

### **Responsibility**

Environmental Safety and Health Coordinator

Develop a formal written program pertaining to Hot Work; communicate the policy to authorized employees; and assist in interpretation of the program. The Safety and Health Coordinator (or comparable position) will also perform periodic inspections to ensure compliance with the program.

### **Fire Safety Supervisors**

Fire Safety Supervisors may be the maintenance manager / supervisor or other safety designee. Their responsibilities in the area of Hot Work are to ensure that fire safety precautions have been met **before** authorizing Hot Work, including the designation of a **fire watch**. This includes work being performed by outside contractors. The Fire Safety Supervisor(s) will also be responsible for reviewing the proper completion of the Hot Work Permit and conducting periodic inspections to ensure compliance.

### **Authorized Employees**

An authorized employee is defined as the individual that actually conducts the Hot Work procedure. The authorized employee will be responsible for understanding all facets of this program as explained by management. If the authorized employee does not understand any element of this program, **work must be delayed until all elements are fully understood**. The authorized employee must conduct the work in the authorized time frame listed on the Hot Work Permit. All required precautions must be double-checked prior to, and during, the actual Hot Work.

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\* This is intended as a sample program only. It is designed to serve as a reference tool as you develop your own company program.

# Safety Tips from the WorkSafe People

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## Fire Watch

The fire watch is responsible for working along side of the employee who performs the Hot Work. The fire watch maintains a constant vigil during the Hot Work for stray sparks, ignition or other fire hazards. The fire watch must be trained in the use of a fire extinguisher and how to activate the alarm in the event of a fire. The watch should remain in the area for a period of one hour to watch for smoldering fires.

## Outside Contractors

Outside contractors must have a full understanding of the (*company name*) Hot Work Policy and comply with all facets of the program.

## Procedure

- A. First the Fire Safety Supervisor considers if the Hot Work can be avoided. Once it is determined that Hot Work is necessary, the Fire Safety Supervisor should confirm the permit checklist of precautions have been taken. The following elements are identified on the permit:
  1. The location and nature of the Hot Work.
  2. Identification of the person or contractor who is performing the work.
  3. Insert an expiration date and time (not beyond one work shift).
  4. Emergency notification section completed.
- B. After the permit is completed accurately the Fire Safety Supervisor signs and issues the permit.
- C. The employee or contractor hangs the permit in a visible place in the work area.
- D. While the Hot Work proceeds, the fire watch maintains a constant vigil for stray sparks, ignition or other fire hazards, and is ready to provide initial fire response.
- E. Once the work is complete, the fire watch conducts a careful inspection of the work area and adjacent areas for smoldering fires. The inspection includes floors above and below the work area and adjacent rooms. The fire watch then signs the permit and leaves it posted.
- F. The Hot Work area should be monitored for an additional three hours. This does not need to involve the fire watch.
- G. When the monitoring period is ended, the Fire Safety Supervisor or a designee conducts a final inspection of the area and signs the permit. The permit is removed and retained in the maintenance office according to the company's record retention policy.

# Safety Tips from the WorkSafe People

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## Fire Safety Precautions

Since a Fire Safety Supervisor authorizes Hot Work only when specific fire safety precautions are taken, these precautions should be built into the permit system.

- A. 35-ft. rule. The area surrounding the work should be cleared entirely of fire hazards.
- B. Floors should be swept clean. Grease and oils should be cleaned up and removed, not simply soaked up with oil dry. Floors of combustible material (e.g. plank on steel, wood block) are covered with fire-resistant or noncombustible material.
- C. Flammable liquids like paints, oils, and lacquers are *removed* from the area, not just sealed.
- D. Combustibles that cannot be moved are protected with fire-resistant material or metal shields. This includes storage or machinery with grease or lint deposits.
- E. Explosive atmospheres **are eliminated or Hot Work is not permitted.** Processes that produce explosive atmospheres are halted and the area is monitored for accumulation of combustible gasses continuously before, during, and after Hot Work.
- F. All wall and floor openings are covered. Floor openings are plugged with noncombustible caulk. Ductwork and duct openings are sealed with metal covers built for the vent, or covered with fire-resistant material.
- G. All doors and fire doors are closed to prevent sparks from escaping.
- H. Automatic sprinkler protection must be in service and fully operational.
- I. Hot Work equipment is in good repair. Damaged or leaking hoses or hose attachments are of particular concern on torch cutting and welding equipment.

## Disciplinary Action

Any employee not following this procedure, or deviating from it without approval from management, will be subject to disciplinary action as deemed necessary by management.