

Hot Work Policy



1. POLICY

- The company is 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.

2. PURPOSE

- This policy was developed to ensure that the Hot Work will be managed and proper procedures 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.

3. 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.

4. RESPONSIBILITY

- Management / Supervisors have the responsibility:
- To ensure that all employees involved in the Hot Work Process are trained (including Permit Authorizing Individual, Hot Work Operator and Fire Watch).
- To conduct periodic audits to ensure compliance with this policy.
- To communicate any changes to this policy with respect to regulation and interpretation.
- To ensure that the policy is reviewed annually and is current with all applicable regulations.
 - Employees

- 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. (i.e. permit board).
- Have a designated Fire Watch during Hot Work. This could be anyone who has been trained as Fire Watch.
- 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 Watch, Plant Security Guard, Machine Operator or maintenance 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 Watch
- Assist Hot Work Operator in preparation and clean-up 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 Guard 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 the company employees. The supervisor who hires the contractor will ensure that this training has taken place prior to starting Hot Work and audits the process.

5. DEFINITIONS

- Working with ignition sources near flammable materials is referred to as "hot worker".

6. REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

- The 2014 version of NFPA (National Fire Protection Association) Standard 51B "Fire Prevention in the Use of Curring and Welding Processes" serves as the basis for many current fire prevention practices adopted by industry. CSA standard W117-12 – Safety in welding, Cutting and Allied Processes were created to protect persons and property from injury, illness, and damage from fire and explosions that may occur from these processes.

7. PROCEDURE

- Hot work management programs are put in place to control or eliminate hot work hazards and their risks. Programs include procedures, and the assignment of responsibilities and accountabilities for all aspects of hot work. A program includes:
 - What must be assessed before permitting/performing hot work in an area, or, on a process piece of equipment or area;
 - What to do to prepare an area for hot work;
 - What to do if hot work cannot be avoided in a particularly hazardous area;
 - What hot work tools are required; and
 - How to obtain a hot work permit, when they are required, and who can administer them.
- Hot work procedure includes the following items:
 - Ensure that all equipment is in good operating order before work starts.
 - Ensure that all appropriate personal protective devices are available at the site and each worker has been trained on how to use, clean, and store them properly.
 - Inspect the work area thoroughly before starting. Look for combustible materials in structures (partitions, walls, ceilings).
 - Move all flammable and combustible materials away from the work area.
 - If combustibles cannot be moved, cover them with fire resistant blankets or shields. Protect gas lines and equipment from falling sparks, hot materials, and objects.
 - Sweep clean any combustible materials on floors around the work zone. Combustible floors must be kept wet with water or covered with fire resistant blankets or damp sand.
 - Use water ONLY if electrical circuits have been de-energized to prevent electrical shock.
 - Remove any spilled grease, oil, or other combustible liquid.
 - Vacuum away combustible debris from inside ventilation or other service duct openings to prevent ignition. Seal any cracks in ducts. Prevent sparks from entering into the duct work. Cover duct openings with a fire-resistant barrier and inspect the ducts after work has concluded.
 - Make sure that appropriate fire extinguishers (e.g., ABC fire extinguishers) are available and easily accessible.
 - Make sure that the first-aid boxes are available and easily accessible.
 - Block off cracks between floorboards, along baseboards and walls, and under door openings, with a fire-resistant material. Close doors and windows.
 - Cover wall or ceiling surfaces with a fire resistant and heat insulating material to prevent ignition and accumulation of heat.
 - Secure, isolate, and vent pressurized vessels, piping and equipment as needed before beginning hot work.
 - Inspect the area following work to ensure that wall surfaces, studs, wires or dirt have not heated up.
 - Post a trained fire watcher within the work area, including lower levels if sparks or slag may fall during welding, including during breaks, and for at least 60 minutes after work has stopped. Depending on the work done, the area may need to be monitored for longer (up to 3 or more hours) after the end of the hot work until fire hazards no longer exist.
 - Eliminate explosive atmospheres (e.g., vapors or combustible dust) or do not allow hot work. Shut down any process that produces combustible atmospheres, and continuously monitor the area for accumulation of combustible gases before, during, and after hot work.

- If possible, schedule hot work during shutdown periods.
- Comply with the required legislation and standards applicable to your workplace.
- Training of employees, supervisors, maintenance persons, fire wardens, fire watch individuals and contractors for their specific roles is required.
- Part of the Hot Work Management Program is the communication protocol. It is mandatory to establish posting procedures, posting policies and posting signs in areas that are prohibited from having hot work performed in those areas.

8. ATTACHMENTS

9. Hot Work Permit
10. GAP Impairment Handling Program
11. Impairment Handling Report Form

Attachments 1 & 2 pertaining to this topic are available for PDF and Word Document download below!

GAPS Impairment Handling Program (RSVP)

1. Telephone, email or fax the RSVP call center. Efforts should be made to notify the call center at least 48 hours in advance of the impairment, whenever possible.

Telephone: **800-243-8222**

Fax: **913-676-3196**

Email: **rsvp_gaps@swissre.com**

Email/Fax Form: (See attached file: RSVP Impairment Handling Report Form.doc)

2. Notify the public fire department when your fire protection will be shut off so they can plan accordingly.
3. Contact your alarm service agency.

When notifying the RSVP Call Center, use the Corporate Account Name and/or the Corporate Account Number, then Division Name and Location Address.

The Call Center will provide an Impairment Number for your records and to use with the restoration call.

The Call Center uses an “escalation process” and will transfer callers to GAPS personnel as needed or as requested.

The Call Center will follow-up on outstanding impairments based on the “estimated restoration date”. GAPS will receive a daily spreadsheet of open impairments for review.

If you have any issues or concerns please contact Riskcorp at 519-432-6282.