

HOT WORK PROGRAM

Prepared by

the

**ENVIRONMENTAL HEALTH,
SAFETY and RISK MANAGEMENT OFFICE**

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Hot Work Program

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Purpose:

The purpose of this program is to establish minimum requirements for performing hot work during maintenance and construction activities. All employees, students, volunteers, and contractors working under Gustavus supervision shall comply with the elements of the Hot Work Program. This program is designed to prevent injury and loss of property from fire or explosion as a result of hot work activities in non-designated hot-work areas.

Scope and Application:

Any work involving open flames, such as torching, welding, and pipe-sweating, conducted in fire-sensitive areas shall follow the Hot Work Program.

This program does not cover use of: candles, laboratory/studio activities, pyrotechnics or special effects, cooking equipment, electric soldering irons or torch-applied roofing.

All hot work performed by outside contractors shall be in conformance with this program.

Definitions:

Environmental Health and Safety Personnel. Personnel available to help make determination regarding fire-sensitive areas.

Fire-sensitive Area. A location which poses a significant fire risk because of proximity to flammable and/or combustible materials.

Hot Work. Any work involving welding, brazing, soldering, torching or similar applications utilizing a flame.

Hot Work Checklist. A document used to verify safety measures taken before, during, and after hot work.

Hot Work Personnel. Individual(s) authorized by Gustavus to perform hot work.

Hot Work Supervisor. Individual(s) authorized by Gustavus to oversee Hot Work Personnel and to help make determination regarding fire-sensitive areas.

Specific Responsibilities:

Environmental Health and Safety Personnel

Responsible for the oversight and upkeep of the Hot Work Program. These duties include:

- Overall responsibility for the implementation of this program.
- Regularly reviewing and auditing the Hot Work Program for effectiveness.
- Regularly reviewing completed Hot Work Checklists for completion.
- Assist with determining what a fire-sensitive area is.

Hot Work (Fire Safety) Supervisor (HWS)

Responsible for the safe operations of hot work activity under their supervision. These duties include:

- Determine what is a fire-sensitive area and establish permissible areas for hot work.
- Ensure that only approved apparatus, such as torches, manifolds, regulators and pressure reducing valves, are used.
- Ensure that all individuals involved in the hot work operations are familiar Hot Work Program requirements.
- Ensure that all individuals involved in the hot work have an awareness of the risks involved and understand the emergency procedures in the event of a fire and that unauthorized personnel are to be kept away.
- Determine site-specific flammable materials, hazardous processes, or other potential fire hazards present or likely to be present in the work location.
- Ensure combustibles are protected from ignition by the following means:
 - Move the work to a location free from combustibles.
 - If the work cannot be moved, ensure the combustibles are moved to a safe distance or have the combustibles properly shielded against ignition.
 - Ensure hot work is scheduled such that operations that could expose flammables or combustibles to ignition do not occur during hot work operations.
 - If any of these conditions cannot be met, then hot work must not be performed.
- Ensure that a one hour fire watch is completed after the hot work is finished.
- Monitor area for up to three additional hours

Hot Work Operator (HWO)

The hot work operator shall handle the equipment safely and perform work so as not to endanger lives and property. Specific duties include

- No hot work shall be conducted without being first authorized to do so.
- The operator must cease hot work operations if unsafe conditions develop.
- The operator must notify the Hot Work Supervisor for reassessment of the situation in the event of suspected unsafe conditions or concerns expressed by affected persons.

Hot Work Operational Requirements

Hot work may only be performed in either designated areas designed for hot work (including, but not limited to a welding shop), in fire-sensitive areas after a Hot Work Checklist has been completed, or in areas deemed to not be fire sensitive.

Hot Work Checklist

Before hot work operations begin, a determination needs to be made by the Hot Work Supervisor if they are in a fire-sensitive area. This is to be done on a case-by-case basis. If it is determined that the work is in a fire-sensitive area, a Hot-Work Checklist must be prepared by the Hot-Work Supervisor. (See Appendix I). The following conditions must be confirmed by the HWS before permitting the hot work to commence:

- Equipment to be used (e.g. welding equipment, shields, personal protective equipment).
- Area security to prevent unnecessary traffic.
- Unnecessary combustible/flammable materials removed.
- Emergency communication equipment present and working.
- Campus Safety notified of work taking place.

Work Closeout:

- A fire watch shall be maintained during and for 1 hour after completion of hot work operations in order to detect and extinguish smoldering fires and is to be documented on the Hot Work Checklist.
- The completed Hot Work Checklist is to be retained with the original work order ticket.

Appendix I

Hot Work Checklist

Work Order Number _____

Type of Work _____

Work Performed By _____

Work Area Secured (i.e. Locks, Signs, etc.) _____

Flammable/Combustible Materials Removed from Area _____

Appropriate Personal Protective Equipment Available _____

Campus Safety Notified _____

Emergency Communication (Radio/Phone) Available _____

Fire extinguisher supplied _____

One Hour Post-Work Fire Watch Completed (post hot work) _____

Monitor hot work area for up to an additional three hours _____

Checklist Completed By _____ Date _____
