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# CONTRACTOR'S HOT WORK PROGRAM

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# Chief Enterprises Hot Work Program

All hot work that involves using an open flame, or which generates heat, sparks, slag or other superheated materials, (this includes but is not limited to brazing, cutting, grinding, soldering, thawing pipes, torch applied roofing and welding) requires compliance with the following Hot Work Program guidelines and the completion of a Hot Work Permit before commencing work (per OSHA requirements 1910.252). The guidelines are set up to indicate what the responsibilities are for each team member. In the case of minor hot work, one person may serve in all three capacities. In the more hazardous situations, more than one firewatcher may be required.

## **Scope**

This program applies to any contractor(s) who performs or supervises hot work activities in existing buildings of Chief Enterprises.

## **Procedures**

On-site hot work should not be performed if the work can be avoided or performed in a safer environment. If hot work must be performed, a hot work permit must be obtained before the hot work begins. To obtain a permit, contact the VP of Operations.

All precautions on the hot work permit must be met prior to performing the work. The hot Work Permit will be issued by the VP of Operations and is valid only for the date(s) and time(s) specified on the permit. A copy of the permit must remain at the hot work location until the hot work is completed and the permit closed.

All personnel (employees, contractors, building occupants) must be suitably protected against hazards generated by the work (heat, sparks, fumes, welding rays, etc.). This may include, but is not limited to, the use of personal protective equipment, shields, screens or local exhaust ventilation.

## **Contract Supervisor**

1. Supervisor is responsible for all hot work operations and program compliance.
2. Supervisor is responsible for ensuring that all persons involved in hot work are properly trained in their functions.
3. Supervisor will be responsible for completing the Hot Work Permit. A copy of the permit shall be submitted to the VP of Operations before work is to begin and a copy of the closed permit shall be given to the VP of Operations following completion of the hot work.

## **Contractor Employee Performing the Hot Work**

1. Person performing the hot work must be trained in their duties and responsibilities.
2. Person performing the hot work is responsible for eliminating all the fire hazards before beginning any hot work.
3. If the object to be worked on cannot be readily moved, all movable fire hazards in the vicinity MUST be moved to a safe place (at least 35 feet from point of operations). If no, guards MUST be used to confine the heat, sparks and slag, and protection provided for the immovable fire hazards. If these precautions cannot be taken, hot work shall NOT be performed.
4. All combustible materials exposed to hot sparks and other hot materials that could drop through floor cracks, or other floor openings, and through openings in walls, windows, and doorways MUST be protected.
5. If sparks or hot materials might be carried through ducts or conveyor systems, these MUST be protected or shut down.
6. All floors MUST be swept clean of all combustible materials within 35 feet of the point of operations. Combustible floors MUST be kept wet, covered with damp sand, or protected by fire resistant shields.

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## **Fire Watchers**

1. Fire watchers must be trained in their duties, responsibilities, and extinguishing equipment.
2. Fire watchers must have fire extinguishing equipment such as fire extinguishers, hoses, pails of water or sand, etc. on site and readily available.
3. Fire watchers must know where the nearest fire alarm pull station is located.
4. Fire watchers must inspect work area before any hot work operations commence to insure that all precautions have been taken.
5. Fire watchers must continue to be on the watch at least One hour after all hot work has been completed.
6. Firewatchers will only try to extinguish a fire if it is obviously within their trained capacity to safely do so.
7. Fire watchers must be provided and located where more than a minor fire might develop or where:
  - a. Appreciable combustible material is within 35 feet of the point of operations.
  - b. Appreciable combustibles more than 35 feet away may be easily ignited by sparks.
  - c. Wall or floor openings within 35 feet expose combustibles in adjacent areas including confined spaces.
  - d. Combustibles could be ignited by conduction or radiation through metal partitions, walls, ceilings or roofs.

## **Hot Work MUST NOT be done if:**

1. In an unauthorized area.
2. Sprinkler systems are impaired
3. In an explosive, or potentially explosive, atmosphere inside improperly prepared equipment, or in areas where combustible dust has accumulated.
4. Near bulk storage of readily ignitable materials such as sawdust, sulfur, baled paper or cotton.
5. When floor or wall openings cannot be covered.
6. When appropriate firefighting equipment is not readily available.
7. When combustible or flammable materials are within 35 feet and cannot be moved or protected.

# Chief Enterprises Hot Work Program

## CONTRACTOR HOT WORK PERMIT

Location of work to be performed: \_\_\_\_\_

Beginning Date and Time: \_\_\_\_\_

Ending Date and Time: \_\_\_\_\_

Tasks to be performed: \_\_\_\_\_

\_\_\_\_\_

Names of person(s) performing Hot Work: \_\_\_\_\_

\_\_\_\_\_

Name of fire watcher(s): \_\_\_\_\_

Person(s) performing Hot Work and Fire Watch have been properly trained: YES NO

Area has been inspected for Hot Work Program compliance: YES NO

Person(s) performing the Hot Work has eliminated all fire hazards: YES NO

Located nearest fire alarm pull station: YES NO

ABC fire extinguisher is present: YES NO

Following fire extinguishing equipment is on hand: \_\_\_\_\_

\_\_\_\_\_

I have read the Hot Work Program and agree to its terms.

Signature of Contractor Supervisor (or designee): \_\_\_\_\_

Contractor to send a copy of this completed form to the VP of Operations prior to the start of work. When work has been completed Contractor to submit the closed permit. VPO is to send a copy of the completed closed form to the ISO Representative.

Attachments: Environmental Policy, Emergency Floor Plan, Procedure for Emergency Preparedness, Instructions for Emergency Response, Procedure for Lock Out Tag Out and Outside Contractor Packet.

# **WARNING!**

**HOT WORK IN  
PROGRESS  
WATCH FOR FIRE**

**IN CASE OF AN EMERGENCY  
CALL: 911**

# **WARNING!**

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