Jay Industries, Inc.

Hot Work Policy and Permit Program

What is hot work?

- Anytime an employee works with equipment that produces a spark, heat or an open flame, or generates excessive heat, there is a risk of fire.
- Work involving electric or gas welding, cutting, brazing, thawing pipes, or grinding it is known as Hot Work.

How is it managed?

• Hot work can be controlled through a Hot Work policy and a Hot Work permit program

What are hazards of Hot Work?

- Fire, property or personal loss
- Explosion of compressed gasses
- Flammable or combustible vapors, solids, liquids near the area of the hot work
- Danger in processes involving oxyfuel, sharp blades, flames on torches
- Metal splatter and electric shock
- Confined space issues
- Transportation of gas cylinders

How are the hazards of Hot Work controlled?

- Personal protective equipment
- Preventative maintenance of specialized tools
- Warning labels and signs
- Ventilation

What is a Hot Work permit?

• The How Work permit system informs and educates and outside construction workers of Hot Work hazards, and it implements control measures to reduce the hazards.

Who needs a Hot Work permit?

• Every contractor, sub-contractor or employee performing Hot Work on a project.

How long is a Hot Work permit valid?

• Two weeks.

Where should a Hot Work permit be posted?

• Hot Work permits should be posted at the job site in an accessible and conspicuous location.

When the permit is expired, what is done with it?

- Expired permits should be returned to the appropriate Maintenance Department Manager or to the EHS Department.
- A new permit may be issued if the job is not complete.

Who checks to see that the permit and Fire Safety Precautions are complete?

- The EHS Department
- The Construction Manager
- The Maintenance Manager

If I have a Hot Work Permit, do I also need a Fire Safety Precautions Checklist?

• Yes, the check sheet must be posted on the site at all times during Hot Work

Who issues a Hot Work permit?

• The Maintenance Manager in the building where the work is to be performed

What does the Hot Work permit issuer have to consider?

- Establish safe cutting and welding areas
- Establish safe cutting and welding procedures for other areas not specifically designed for such processes
- Ensure that supervisors and employees are suitably trained in the safe operation of their equipment and the safe operation in areas not designed for Hot Work;
- Advise all contractors about flammable materials or hazardous conditions of which they may not be aware.
- USE THE FIRE PRECAUTIONS CHECKLIST TO HELP ASSESS THE NEED FOR HOT WORK PERMIT

Where should a Hot Work permit NOT be issued?

- Areas not authorized by management;
- Buildings with sprinkler systems when the sprinklers are out of order or impaired in any way;
- Explosive atmospheres that contain mixtures of flammable gases, vapors, liquids, or dusts with air;
- Explosive atmospheres that may develop inside uncleaned or improperly prepared tanks or equipment which have previously contained flammable gasses, vapors, liquids or dust;
- Areas that may become explosive due to an accumulation of combustible dusts;
- Areas near the storage of large quantities of exposed, readily ignitable materials.

Fire Safety Precautions Checklist

Post this check list on site at all times when a Hot Work Permit is needed.

Before the Work

- Cutting and/or welding equipment must be thoroughly inspected and found to be in good repair, free of damage or defects.
- A multi-purpose dry chemical, portable fire extinguisher must be located so that it is immediately available to the work and is fully charged and ready for use.
- At least one fire alarm pull station, site telephone, or cell phone as a means of contacting the fire department must be available and accessible to persons conducting the cutting/welding operation
- Floor areas under and at least 35 feet around the cutting/welding operation must be swept clean of combustible and flammable materials and dust
- All construction equipment fueling activities and fuel storage must be relocated at least
 35 feet away from the cutting/welding operation.
- Where applicable, the following precautions will also be taken before the work begins:
- Combustible floors must be covered by fire resistant shields such as fire retardant plywood, flame-proof tarpaulin, metal plates, etc.
- Sparks/slag catchers such as fire retardant plywood, flame proof tarpaulins, metal plates, etc.) must be suspended below any elevated cutting/welding operation.
- All floor and wall openings must be covered to prevent sparks/slag from traveling to other unprotected areas.
- Containers in or on which cutting/welding will take place must be purged of flammable vapors.

During/After the work inspections

Person(s) must be assigned to a fire watch during and for at least 30 minutes after all cutting/welding ceases.

Fire watch person(s) are to be supplied with multi-purpose dry chemical, portable fire extinguisher and trained in its use.

At least one fire alarm pull station, site telephone, or cell phone as a means of contacting the fire department must be available and accessible to Fire Watch employees

During/After the work

- Responsible party certifies and signs below that the location where Hot Work will take place has been examined BEFORE the start of cutting/welding operations and all the appropriate precautions have been taken.
- Responsible party certifies and signs below that the work area and all adjacent areas where sparks and heat might have spread (including floor levels above and below and on opposite side of walls) were inspected 30 minutes AFTER the cutting and or welding operations ceased for the day and where found to be fire safe.

Date	Before Time and Name	After Time and Name

HOT WORK PERMIT

All temporary operations involving open flames or producing heat or sparks required a Hot Work Permit. This includes, but is not limited to, Brazing, Cutting, Grinding, Soldering, Thawing and Welding.

BEFORE INITIATING HOT WORK, CAN THE JOB BE AVOIDED?

IS THERE A SAFER WAY?

Instructions:	Complete this page.	Then post next page a	and Fire Precautior	is List at the
job site	9			

Building_____Work Station or location_____

Description of Hot Work:_____

Name of person or company doing the Hot Work:_____

Fire Watch should be posted if:

Combustible materials within a 35 foot radius of Hot Work cannot be removed

- Wall or floor openings within a 35 foot radius of Hot Work expose combustible materials in adjacent areas, including concealed spaces in walls or floors
- ____Combustible materials are adjacent to the opposite side of partitions, walls, ceilings or roofs and are likely to be ignited

_It is deemed necessary by the Individual Authorizing the Permit

If any above are checked, a Fire Watch is needed.

The above location has been checked, the Fire Precautions have been taken, all safety measures are in place, and permission is authorized for the work.

Authorized Signature	Name	Date
Person doing Hot Work		
Signature	Name	Date
Fire Watch	Name	Date

THIS PERMIT EXPIRES TWO WEEKS AFTER DATE OF ISSUANCE.

WARNING!

HOT WORK IN PROGRESS WATCH FOR FIRE

IN CASE OF EMERGENCY, CALL 9-1-1

QUESTIONS ABOUT HOT WORK ACTIVITIES, CALL:

NAME_____PHONE_____

NAME PHONE

NAME PHONE

WARNING!

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