









Hot Work Policy - Quick Reference

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|  | <p>Summary & Purpose</p> | <p>The policy establishes and presents provisions to prevent loss of life from fire or explosion as a result of hot work. The Hot Work Policy is available in DocuShare or from your supervisor.</p> |
| <p>Responsibilities</p>      | <p>Permit Owner</p> <p>Identify Hot Work tasks in the projects under their control. Obtain authorization (Hot Work Permit) from PAI. Designate only qualified workers to do hot work. Ensure fire protection and extinguishing equipment is available. Assign Fire Watch when required Report start & stop of Hot Work to PAI (Hot Work Log)</p> <p>Permit Authorizing Individual</p> <p>Assess work site for combustibles, hazards, controls. Verify fire protection and extinguishing equipment is available. Fill out Hot Work Permit and provide to Permit Owner. Review requirements with Permit Owner. Close permit when done. Maintain a Hot Work Log.</p> <p>LIST: (Designated PAIs)</p> <p>Third Party Reviewer</p> <p>🔥 Provides additional PAI oversight to activities or areas identified as High Risk Hot Work Areas & Tasks. Hot work identified as high risk requires documented work planning.</p> <p>Hot Work Lead Operator</p> <p>Obtain permit before performing ANY hot work Ensure work meets permit requirements Remove/protect identified hazards Provide fire protection/extinguishers Ensure Hot Work Permit at or near worksite Report commencement and cessation of Hot Work to Permit Owner</p> <p>Fire Watch</p> <p>Observe work and ensure safe conditions; authority to stop work Observe job site for fire/smoke Extinguish fire (if small) or initiate emergency response plan Continue to observe job site for minimum of ½ hour Can perform additional tasks if not distracted from fire watch Note: Fire Watch cannot be the Hot Work Lead Operator</p> <p>Safety Watch</p> <p>Assigned when hazards are such that an operator cannot adequately monitor developing conditions that directly affect his/her own well-being. Note: Safety Watch cannot have other duties while on safety watch</p> | |
| <p>Exceptions to Daily Hot Work Permits</p> | <p>Multi-Shift Permit</p>  <p>Long Term Hot Work</p>  | <p>Permits can be issued, at the PAI's discretion, for a period of up to 31 days. A documented re-inspection (Hot Work Log) of the area is required prior to Hot Work performance each shift by PAI, Permit Owner or Designee.</p> <p>For frequent welding/burning brazing operations. Locations inspected monthly by department responsible for the area. No requirement for notification of start & stop of Hot Work Reference: Long Term Hot Work Permitting Process, Designated Locations, and Permit Current Designated safe locations: Ross Maintenance Shop Yates Hoist Maintenance Shop (the old Battery Shop) Foundry Shop Water Treatment Plant Shop</p> |

Hot Work Permit 3-20-13

Document Start & Stop Times in Hot Work Log

Single Shift and Multi Shift Hot Work Logs are available on N: → Hot Work Logs

| Date Issued | Permit Owner/Project Manager | Location |
|-------------|------------------------------|----------|
| | | |

| | | |
|---|-------------------------------------|-----------------------------------|
| <input type="checkbox"/> Multiple Shift Permit Period: _____ shifts | To Start (date & shift): | To End (date & shift): |
|---|-------------------------------------|-----------------------------------|

| | | | |
|-----------------------------------|---|---|--|
| Nature of Job Description: | <input type="checkbox"/> Welding | <input type="checkbox"/> Cutting / Burning | <input type="checkbox"/> Grinding |
|-----------------------------------|---|---|--|

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|--|
| Special Instructions |
| <input type="checkbox"/> High Risk Third Party Authorization (signed) _____ |



DANGER DO NOT CUT, WELD OR GRIND UNTIL THE FOLLOWING PRECAUTIONS HAVE BEEN TAKEN

| Apply | Verified | <i>✓ all that apply; also ✓ when verified by inspection of location & precautions taken to prevent fire or combustion</i> |
|--------------------------|--------------------------|---|
| ✓ | <input type="checkbox"/> | Fire extinguishers - ample extinguishing provisions for immediate use |
| <input type="checkbox"/> | <input type="checkbox"/> | Detector / sprinklers operable |
| <input type="checkbox"/> | <input type="checkbox"/> | Fire suppressant system operable |
| <input type="checkbox"/> | <input type="checkbox"/> | Alarm / extinguishing system disablement |
| <input type="checkbox"/> | <input type="checkbox"/> | Combustibles |
| <input type="checkbox"/> | <input type="checkbox"/> | Combustibles 35' from job and/or protected |
| <input type="checkbox"/> | <input type="checkbox"/> | Flammable gasses |
| <input type="checkbox"/> | <input type="checkbox"/> | Flammable liquids |
| <input type="checkbox"/> | <input type="checkbox"/> | Un-purged tanks |
| ✓ | <input type="checkbox"/> | Work area <u>examined</u> & <u>limited</u> to location described on permit |
| <input type="checkbox"/> | <input type="checkbox"/> | Other considerations (specify): |

| Apply | Verified | <i>✓ all that apply; also ✓ when verified by inspection of location & precautions taken to prevent fire or combustion</i> |
|--------------------------|--------------------------|---|
| ✓ | <input type="checkbox"/> | Fire Watch - 30 minute minimum, or _____ additional minutes, after completion of work. |
| <input type="checkbox"/> | <input type="checkbox"/> | Safety Watch |
| ✓ | <input type="checkbox"/> | Equipment in good repair |
| <input type="checkbox"/> | <input type="checkbox"/> | Ventilation |
| <input type="checkbox"/> | <input type="checkbox"/> | Floors clean & wet |
| <input type="checkbox"/> | <input type="checkbox"/> | Openings within 35' covered tightly |
| <input type="checkbox"/> | <input type="checkbox"/> | Confined space |
| ✓ | <input type="checkbox"/> | Exits |
| <input type="checkbox"/> | <input type="checkbox"/> | Shaft spark barriers |
| ✓ | <input type="checkbox"/> | Document Job Initiation in Hot Work Log |
| ✓ | <input type="checkbox"/> | Document Job Completion in Hot Work Log |

PAI signature _____

see back of permit for required signatures