

# Hot Work Permit

Can this job be avoided? Is there a safer alternative?

A Hot Work Permit is required for any non-production or maintenance operation involving cutting, welding, grinding, open flames or producing heat and/or sparks that is not completed in a permanently designated hot work area. This includes, but is not limited to, the use of any electric, oxy-acetylene, laser or similar welding or cutting equipment, grinders, gas torches, or blow lamps (including electric hot air blowers) for brazing, soldering, thawing pipes, torch applied flooring or roofing materials or removal of any materials. The Permit must be displayed at the work site and returned upon completion of work. Additional information and instructions for completing this Permit are provided on the last page.

**CAUTION:** Hot work is not to be completed on any type of plastic or foam insulated construction material (refer to Chubb Plastic Foam Construction Material (PFCM) Permit). Special or high hazard process or storage facilities may require additional precautions.

## 1. Application for Hot Work

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Company performing work: \_\_\_\_\_ Dept.: \_\_\_\_\_

Person performing work: \_\_\_\_\_

Phone (Business): \_\_\_\_\_ Phone (Mobile): \_\_\_\_\_

Location of work: \_\_\_\_\_

Description of work: \_\_\_\_\_

Equipment to be used: \_\_\_\_\_

## 2. Permit Duration (Maximum duration - 1 shift / 12 hours\*)

	Date	Time
Permit Begins		<input type="checkbox"/> AM <input type="checkbox"/> PM
Permit Ends		<input type="checkbox"/> AM <input type="checkbox"/> PM

## 3. Emergency Information

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If a fire occurs, call: \_\_\_\_\_ At phone: \_\_\_\_\_

Activate nearest fire alarm at: \_\_\_\_\_

## 4. Authorization by Company Representative

Prior to authorizing the work, the **Permit Authorizing Individual** shall inspect the work area and confirm that the following precautions have been taken. Each item is to be checked prior to commencement of the work. (Delete and initial if and where Not Applicable). **All applicable precautions are to be adhered to for the duration of the work.**

## General Precautions

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- In accordance with local health and safety requirements (NFPA 51B, ANSI Z49.1, and OSHA CFR 1910.252), perform a risk assessment to determine if there is a safer alternative to performing the job without using hot work.
- Available sprinkler and/or heat detectors, other fire suppression systems, hose streams, and extinguishers are in service and good repair.
- Smoke detectors isolated in work area (where installed) and Chubb Impairment Procedures followed. Note only the zone where the hot work is being performed should be isolated for the period while hot work is in progress.
- Work area adequately ventilated.
- Have appropriate fire extinguishers available for use, and where practical small hoses, at worksite. Ensure the hot work operators and fire watch are trained in the use of the extinguishing equipment.
- Ensure hot work equipment is in good repair prior to and for the duration of the hot work operation.
- Special permission obtained to conduct hot work on metal vessels or piping lined with rubber, plastic, or any other combustible material.
- Hot work not being performed in a hazardous / classified zone identified as having an explosive atmosphere, unless air samples have been taken and the area is certified as being safe. Constant hazard assessment (monitoring) should be performed prior to and during the duration of the hot work service.
- Contractors and all hot work operators are aware of Company Fire Safety Procedures.
- All parties involved with the hot work are familiar with means of egress and emergency notification procedures.

## Within 35 Feet (11M) of the Hot Work Area

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- Wet down combustible floors, or cover with damp sand or other non-combustible shield.
- Pits, trenches, etc. and surroundings inspected and cleared of combustible materials, flammable liquids, gases or vapors.
- Use certified, properly rated, and calibrated combustible gas detectors / meters to monitor potentially explosive atmospheres. Do not perform Hot Work if quantities exceed recommended levels.
- Remove flammable liquids, volatile materials, dust, lint, and oily deposits.
- Cover all wall, floor, and ceiling openings with non-combustible drapes or screens.
- Suspend fire resistant covers beneath work.
- Move or cover combustible materials and equipment with fire-resistive barriers.
- Protect personnel from electrical shock when floors are wet.
- Shutdown or protect ducts and conveyors that might carry sparks to other areas.

## Work on or Near Walls, Floors, Ceilings, and Enclosed Equipment

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- Move combustibles a minimum distance of 7 feet (2m) away from both sides of walls.
- Where Hot Work is being considered on or near composite panels / "sandwich panels" / Exterior Insulated Finishing Systems, the type of insulation materials must be assessed as such systems can incorporate combustible materials. If combustible insulation is identified or suspected, alternative methods must be adopted and no Hot Work performed. If unable to determine the specification of insulation materials it must be assumed that combustible materials are present and alternative methods are adopted. Please also refer to Chubb Plastic Foam Construction Material (PFCM) Permit.
- Concealed and enclosed spaces with combustible materials or linings are removed and/or protected.
- Construction should ideally be non-combustible or covered with properly sized fire resistive barriers.
- Sweep floors clean of combustibles.
- Machinery and equipment is cleaned of combustible residue.
- Purge equipment (enclosed plant) of flammable and other volatile vapors. Use certified, properly rated, and calibrated combustible gas detectors / meters to monitor potentially explosive atmospheres and do not perform Hot Work if quantities exceed recommended levels.
- Remove from service, isolate, or vent pressurized vessels, piping, and equipment.

## Fire Watch and Work Area Monitoring

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- Fire watch should be provided during Hot Work and at least 30 minutes after work is completed.
- Train fire watch in use of hot work equipment and alarm systems.
- Fire watch may be required above, below and in adjacent areas from where the work takes place.
- Extend fire watch beyond 30 minutes per Permit Authorizing Individual.  Yes  No

## Final Work Area Check

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- Work area and all adjacent areas to which sparks and heat may have spread, including floors above and below, and areas on either sides of walls, were inspected and found to be free of smoldering materials and flames.
- Fire protection / detection systems have been fully reinstated.
- Waste materials such as welding rods have been removed and disposed of safely.
- All equipment, including gas cylinders, has been removed to a safe area.

## Agreement by Hot Work Operator

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I warrant that I am qualified to complete the work and to the best of my knowledge, my equipment is in good condition. I have read and agree to the precautions specified above and will cease work if the precautions cannot be maintained or I am aware of an unsafe condition.

Hot Work Operator / Applicant

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Signed:

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Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

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## Permit Authorization

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The work area has been inspected, the necessary precautions specified above have been taken, and authorization for this work is granted.

Permit Authorizing Individual

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Signed:

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Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

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## 5. Work Completed and Area Safe

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### FIRE WATCH (Trained Personnel)

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The work was completed at: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

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The fire watch continued for at least 30 minutes after the work was completed.

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Fire watch was completed at: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

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The work and adjacent areas were inspected and found to be safe.

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Name:

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Signed:

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Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

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Permit to be returned to the Permit Authorizing Individual, or designate, on completion of the work.

## Permit Authorization (Final Check)

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1. The work area and all adjacent areas to which sparks and heat may have spread, including floors above and below, and areas on either sides of walls, were personally inspected between 30 minutes and 4 hours after the work was completed, and found to be safe and free of smoldering materials and flames.

2. Fire protection / detection systems have been re-instated.

Name

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Signed

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Date \_\_\_\_\_ Time \_\_\_\_\_  AM  PM

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Permit to be filed and retained for 12 months.

## Permit Procedures

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1. Personnel needing to carry out hot work are to complete section 1 (Application for Hot Work) of the Permit.
2. The Permit Authorizing Individual is to inspect the work area and complete sections 2-4 of the Permit. All applicable precautions are to be adhered to without exception. Specific attention is drawn to the following points:
  - Sprinkler / heat detection systems are to be operational during hot work as a standard procedure.
  - If fire protection / detection systems are isolated or operation is otherwise impaired, a Fire Protection Impairment Form is to be completed and additional precautions taken as determined by the Permit Authorizing Individual.
  - A Permit can be issued for a maximum period of either one shift or 12 hours. (As determined by the Permit Authorizing Individual\*)
  - Hot work, where possible, should be scheduled during planned shutdowns of hazardous operations.
3. Periodic checks of the work area to be completed by the Permit Authorizing Individual (or designate) to ensure all precautions are being maintained and the work is being performed in a safe manner.
4. On completion of the hot work, the fire watch is to continue for at least 30 minutes, after which time a check of the work area is to be carried out. The person responsible for the work is to complete the "Permit Authorization" part of Section 4, recording the time the work was completed, and the time the inspection of the work area was completed. The Permit is then to be signed and dated and returned to the Permit Authorizing Individual (or designate).
5. The Permit Authorizing Individual (or designate) is to carry out a full check of the work area and all adjacent areas to which sparks and heat may have spread, including floors above and below, and other sides of the walls between 30 minutes and 4 hours after the work was completed. The Permit Authorizing Individual (or designate) is to sign and date the "Final Check" part of Section 5 and the completed Permit placed on file for a minimum of 12 months.

## Hot Work Operator

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1. Inspect all equipment to ensure it is in safe condition.
2. Obtain a "Hot Work Permit" from a Permit Authorizing Individual prior to commencing hot work operations
3. Display the "Hot Work Permit" at, or in close proximity to, the area where the hot work is being carried out.
4. Continually monitor and review the work site and cease hot work if unsafe conditions develop.
5. Know the procedure for sounding the alarm, and the location of the nearest telephone and fire alarm manual call point.

## Fire Watch

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1. Understand the hazards of the work site and the effect hot work has on them.
2. Ensure safe conditions are maintained during hot work operations. Cease hot work if unsafe conditions develop.
3. Ensure the firefighting equipment is in good condition, in date for service and readily available. Be trained in its use.
4. Check for fires in all areas and attempt to extinguish fires if it is safe to do so.
5. Know the procedure for sounding the alarm, and the location of the nearest telephone and the fire alarm manual call point.
6. Maintain a fire watch during and for at least 30 minutes after completion of the hot work.

Chubb. Insured.<sup>SM</sup>