

DIN: 6030-3-01
Name of Procedure: Completing Hot Work

Purpose

To ensure that hot work is completed safely and that fires are prevented.

Scope

This procedure applies to all maintenance personnel on campus, and/or any outside contractors or their subs who may be involved in “hot work” activities for Northwest Technical College.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition/Description
Hot work	Any temporary operation involving open flames, or producing heat and/or sparks. This includes, but is not limited to, grinding, cutting, brazing, soldering, thawing frozen pipes by torch, torch applied roofing, and welding.
Hot work area	That area which is exposed to sparks, hot slag, or radiant or convection heat as a result of the hot work
Hot work equipment	Electric or gas welding, cutting, or grinding equipment used for hot work.

Procedure

The table below describes the steps in this procedure:

Step	Action
1	Secure Hot Work Permit from Facilities Services Supervisor and post it at the hot work site.
2	<p>PRIOR TO STARTING HOT WORK</p> <ul style="list-style-type: none"> • Inspect the hot work area to identify any fire hazards. • Remove all flammable or combustible materials from within a thirty five foot radius of the hot work. Sweep the floors of all loose and combustible debris. • Properly shield combustibles that cannot be removed from the area with non-combustible blankets or other non-combustible materials. • Seal all cracks and openings through which hot sparks or slag may enter. As an alternate means, a fire resistant shield may be used to block the openings. • Make sure that any grease, oils or residues are removed from the 35 foot work area and/or equipment being work on. • Place non-combustible and / or flame resistant screens so as to protect personnel in adjacent work areas from heat, flames, radiant energy, and welding splatter. • Protect conveyor or duct systems that may carry sparks or slag to other parts of the building. • Cover any smoke detectors located in the proximity of the work area. Report the devise locations and numbers to the Facilities Services Supervisor or their designee before any work begins. • If the hot work is close enough to a fire suppression devise to melt or trip the suppression head, contact the Facilities Services Supervisor before any work begins.

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2.	<p>DURING HOT WORK During the hot work there are other precautions that must be taken:</p> <ul style="list-style-type: none"> • Ensure that fire watch observers and appropriate fire extinguishing equipment are maintained in close proximity to the hot work for its entire duration, plus the following 30 minutes after the hot work is complete. • Keep combustible floors wet during the hot work. • Store acetylene and other fuel cylinders in a secure and upright position. • Place hose(s) so that they will not be crushed or damaged
3.	<p>AFTER THE HOT WORK</p> <ul style="list-style-type: none"> • Maintain the fire watch for at least 30 minutes following the completion of the hot work. If circumstances require, fire watches shall be maintained for periods longer than 30 minutes. • Arrange for nearby occupants or have the fire watch observer periodically check the work area for evidence of a fire for four hours after the work is completed. • Keep fire extinguishing equipment accessible in the area until the fire watch is secured. • Remove any covers or shields from sprinkler heads immediately upon completion of the hot work. • Remove covers from any smoke detectors immediately upon completion of the hot work. • Return the Hot Work Permit to the Facilities Services Supervisor or designee.

Supporting references

Listed below are college document(s) that support this procedure:

- 6030-1-01 Hot Work Program*
- 6030-4-01 Hot Work Permit*

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