


Policy Number: 600.8

Policy Title: Hot Work Program

Subject: Section 600 – Physical Plant

Date Adopted: May 7, 2009

Date(s) Revised: September 4, 2012; January 11, 2021

Approved by: 

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POLICY STATEMENT:

The intent of the Hot Work Program is to define the rules for performing “hot work” as outlined in [OSHA 29 CFR 1910.252](#). These regulations will minimize the possibility of injury or property damage due to improper management of open flame/high temperature processes. See Appendix A for definitions.

All Helena College policies shall adhere to and be consistent with relevant federal and state laws, rules, and regulations, and with the Board of Regents’ policies and procedures.

PROCEDURES:

I. HOT WORK PERMIT

- A. For any hot work that is performed in a location that is not designated as a hot work area, a hot work permit must be used. A sample permit is shown in Appendix B. The Fire Safety Supervisor (FSS), who is to be designated by the Director of Facilities and Maintenance, must be notified and is responsible for checking the area for fire-safe working conditions. See Appendix C for fire safety precautions. The FSS is also responsible for making sure that stand-by fire extinguishers are present, assigning a fire watch when necessary, and making certain that all personnel in the area are properly warned of the work to be done. The FSS will then issue a Hot Work permit.
- B. The Fire Safety Supervisor will identify on the hot work permit:
 - The location and nature of the hot work.
 - The name of the person (employee or contractor) doing the job.
 - The expiration date and time.
 - The emergency notification procedures.
- C. The employee or contractor must hang the permit in a visible place in the work area; the permit is kept there until the job is completed, including the time allotted for the fire watch if one was needed.
- D. A fire extinguisher or, if suitable, a water hose must be kept in the immediate area of the work.
- E. The fire watcher observes the worker performing the hot work and keeps a constant vigil for stray sparks, ignition or other fire hazards. He/she must remain in the work area for at least a half hour after the work is done to check for smoldering fires.
- F. If the hot work will be done in a confined space, all confined space entry procedures must also be followed.
- G. The completed permit must be turned in at the end of the job to the Fire Safety Supervisor who maintains all records for the hot work program.

II. PERSONAL PROTECTIVE EQUIPMENT

Protection of the eyes, face, neck, and hands is required during any type of hot work. A welding helmet and heavy insulated gloves provide some of this protection. See Appendix D for shade requirements for various welding processes.

- A. Only natural fiber clothing should be worn on the upper body extremities. A leather apron or full-body leather is recommended.
- B. Respiratory protection is not required for most welding jobs if good ventilation is provided. Appendix E provides guidelines to assist in the determination of the need for respiratory protection.

- C. Welding screens are required to protect adjacent workers from exposure to non-ionizing radiation. Adjacent workers are required to wear appropriate eye protection where screens are not feasible. Welder's assistants or anyone working in the screened area must wear appropriate eye protection.

III. CONTRACTORS

Contractors, their employees, agents, and subcontractors must follow OSHA regulations that apply to their operation.

IV. TRAINING

Required training will be provided within six months of initial hire, whenever conditions or the program change, and once every three years.

APPENDIX A

DEFINITIONS

- A. **Hot Work** refers to any job activity that uses or produces flames, sparks or heat that could act as an ignition source for any flammable liquid, gas or other combustible material in the area.
- B. **Fire Watch** refers to having one or more people on the hot work job whose only purpose is to prevent a fire from starting from hot work performed in areas that are not designated as hot work areas or if any of the following conditions exist:
- Noticeable combustible materials, in building construction or contents, are closer than 35 feet to the point of operation or are easily ignited by sparks;
 - Wall or floor openings within a 35-foot radius expose combustible material in nearby areas, including concealed spaces in walls or floors;
 - Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings or roofs and are likely to be ignited by conduction or radiation.
- C. **Fire Watcher** refers to the person or persons who look for potential fires in all exposed areas during hot work and put out fires that are within the limits of the available fire extinguishers.

Appendix B**HOT WORK PERMIT**

This Hot Work Permit is required for any temporary operation that involves open flames or produces heat and/or sparks. This includes but is not limited to brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing and welding.

PART 1 INSTRUCTIONS

Fire Safety Supervisor:

- Verify the safety precautions checklist.
- Complete and retain PART 1.
- Issue PART 2 to the person performing the job.

HOT WORK BEING DONE BY:

- ☐ EMPLOYEE _____
- ☐ CONTRACTOR _____

Table 1: Hot Work Permit and Checklist

DATE:	JOB NO.	
LOCATION: BUILDING FLOOR		
NATURE OF JOB		
NAME OF PERSON DOING HOT WORK		
I verify that the above location has been examined, the precautions checked on the checklist have been taken to prevent fire, and permission is authorized for this work.		
SIGNED: (Fire Safety Supervisor)		
PERMIT EXPIRES:	DATE:	TIME:
COMMENTS:		

SAFETY PRECAUTIONS CHECKLIST

- ☐ Appropriate fire extinguisher(s) available and operable.

- ☐ Hot work equipment is in good repair.

Requirements within 35 ft. of work

- ☐ Flammable liquids, dust, lint, and oily deposits removed.
- ☐ The explosive atmosphere in the area removed.
- ☐ Floors swept clean.
- ☐ Wet down combustible floors, cover with damp sand or fire-resistive sheets.
- ☐ Remove other combustibles where possible. Otherwise, protect with fire-resistant tarpaulins or metal shields.
- ☐ All wall and floor openings covered.
- ☐ Fire-resistive tarpaulins are suspended beneath the work.

Work on walls or ceilings

- ☐ Construction is noncombustible & without combustible covering or insulation.
- ☐ Combustibles on the other side of the walls moved away.

Work on the enclosed equipment

- ☐ Enclosed equipment cleaned of all combustibles.
- ☐ Containers purged of flammable liquids/vapors.
- ☐ Pressurized vessels, piping, and equipment removed from service, isolated, and vented.

Fire Watch/Hot Work area monitoring

- ☐ Fire watch will be provided for at least 30 minutes after work is performed.
- ☐ Fire watch is supplied with appropriate extinguishers.
- ☐ Fire watch is trained in the use of equipment & in sounding the alarm.

WARNING!

HOT WORK IN PROGRESS, WATCH FOR FIRE

PART 2

INSTRUCTIONS

1. Person doing hot work must indicate the time started and post the permit at the Hot Work location. After Hot Work is completed, indicate the time and leave a permit posted for Fire Watch.
2. Fire Watch: Before leaving the area, do a final inspection, sign, leave permit posted, and notify the Fire Safety Supervisor.
3. Monitor: After 30 minutes, do final inspection, sign, and return permit to Fire Safety Supervisor.

HOT WORK BEING DONE BY:

- ☐ EMPLOYEE _____
- ☐ CONTRACTOR _____

Table 2 Hot Work Order

DATE:	JOB NO.	
LOCATION: BUILDING AND FLOOR		
NATURE OF JOB:		
NAME OF PERSON DOING WORK:		
I verify that the above location has been examined, the precautions checked on the checklist have been taken to prevent fire, and permission is authorized for this work.		
SIGNED: (Fire Safety Supervisor)		
PERMIT EXPIRES:	DATE:	TIME:
COMMENTS:		

PERMIT NO. _____

SAFETY PRECAUTIONS CHECKLIST

- ☐ Appropriate fire extinguisher(s) available and operable.
- ☐ Hot work equipment is in good repair.

Requirements within 35 ft. of work

- ☐ Flammable liquids, dust, lint, and oily deposits removed.
- ☐ Explosive atmosphere in the area removed.
- ☐ Floors swept clean.
- ☐ Combustible floors wet down, covered with damp sand, or fire-resistant sheets.
- ☐ Remove other combustibles where possible. Otherwise, protect with fire-resistant tarpaulins or metal shields.
- ☐ All wall and floor openings covered.
- ☐ Fire-resistive tarpaulins are suspended beneath work.

Work on walls or ceilings

- ☐ Construction is noncombustible & without combustible covering or insulation.
- ☐ Combustibles on the other side of the walls moved away.

Work on the enclosed equipment

- ☐ Enclosed equipment cleaned of all combustibles.
- ☐ Containers purged of flammable liquids/vapors.
- ☐ Pressurized vessels, piping, and equipment are removed from service, isolated, and vented.

Fire Watch/Hot Work area monitoring

- ☐ Fire watch will be provided for at least 30 minutes after work is performed.
- ☐ Fire watch is supplied with appropriate extinguishers.
- ☐ Fire watch is trained in the use of equipment & sounding alarm.

WARNING!

HOT WORK IN PROGRESS

Table 3: In Case of Emergency Tag

WATCH FOR FIRE!

Emergency Tag

IN CASE OF EMERGENCY:

CALL: _____

AT: _____

APPENDIX C

FIRE SAFETY PRECAUTIONS FOR HOT WORK

The following precautions should be taken before hot work begins:

1. Establish whether or not it is practical to move the work to a safer location.
2. Clear the area surrounding the work of hazards up to a 35-ft radius.
3. Sweep floors clean. Clean and remove grease and oils.
4. Where practical, stop other operations and processes involving flammable or combustible material.
5. Where practical, remove all flammable or combustible material from the work area; do not just seal the containers.
6. Cover combustible and flammable materials that cannot be removed with fire-resistant material, and isolate the area with welding curtains, if practical.
7. Close all manhole covers or other openings in vessels that contain flammable liquids in the area.
8. Remove or protect all cylinders containing compressed gases in the area.
9. Close all doors and fire doors to prevent sparks from escaping.
10. Make sure automatic sprinkler protection is in service and fully operational, if available.
11. Keep hot work equipment in good repair. Check all hoses and their attachments for cracks and leaks.
12. When performing hot work on walls and ceilings, move combustibles away from the opposite side.
13. Evaluate all sewers within 50 ft. of the work area for the possibility of flammable vapors.
14. Isolate the hot work or ignition source work site from other hazardous areas. Close doors, seal cracks in walls, floors, and doors, and seal trenches.
15. Prohibit chlorinated solvents from use in or adjacent to all welding operations. Decomposition products such as phosgene can be formed as a result of the reaction of these solvent vapors with the radiation energy produced during welding operations.

Other alternatives to hot work should be considered if:

- Processes involving flammable liquids, gases, and dusts cannot be shut down and made safe.
- Partitions, walls, ceilings, or roofs have combustible coverings; for example, expanded plastic insulation.
- Partitions are made of combustible sandwich-type construction.
- Pipe or other metals can conduct enough heat to ignite nearby combustibles.
- Large amounts of combustible materials are difficult to move or cover, such as rolled paper, cotton, or jute.

APPENDIX D

Table 4: Recommendations for Welding Shades

Recommended Shade Numbers for Various Welding Processes	
Welding Process	Shade No.
Oxy-Acetylene Welding and Cutting	4-5
Shielding Metal Arc Welding	
3/32" to 1/8" electrode	10
5/32" to 1/4" electrode	12
Gas Metal Arc Welding	
Non-ferrous metal	11
Ferrous metal	12
Gas Tungsten Arc Welding	12
Flux-Cored Arc Welding	
Non-ferrous metal	11
Ferrous metal	12
Plasma Arc Cutting	9-12

APPENDIX E

Table 5: Respiratory Protection Guidelines for Various Welding Processes

RESPIRATORY PROTECTION GUIDELINES FOR VARIOUS WELDING PROCESSES					
		Shop Welding		Field Welding	
		Ventilation Good:	Ventilation Poor:	Ventilation Good:	Ventilation Poor:
		The exhaust vent is used to capture fumes and gases	Vent cannot be used due to physical or process restrictions	Open area spark enclosure, or inside vessel with excellent air movement	Spark enclosure or inside vessel with poor air movement
Welding Process					
Shielded Metal Arc Welding	Carbon Steel	Not required	Not required	Not required except for galvanized	Fume mask required
	Other Alloys	Not required	Fume mask required	Not required except galvanized	Fume mask required
Arc Cutting or Gouging		Arc cutting in the shop is not recommended; see field welding requirements		Fume mask required except for open plant areas	-Air-supplied respirator -Helpers wear a fume mask (minimum)
Oxy-Acetylene Torch Cutting		Not required		Not required except for galvanized	Air-supplied respirator required
Plasma Arc Cutting		Air air-supplied respirator is required for all plasma arc cutting			
Gas Metal Arc Welding		Not required	Air-supplied respirator required	Not required	Air-supplied respirator required
Gas Tungsten Arc Welding		Not required	Air-supplied respirator required	Not required	Air-supplied respirator is required