

# Hot Work Permit Program

## Scope of Program

Cutting and welding processes using electric arcs or oxy-fuel gas flames are a necessary part of industry. Too often, however, the persons who use, hire or supervise the use of these processes do not fully appreciate that their improper use can result in loss of life and property by fire and explosion.

Improperly monitored hot work operations have led to a large number of fires. Combustibles should be kept at least 35 ft or more away from the hot work area. Materials that are combustible or flammable are susceptible to ignition from the sparks of flames of a hot work process.

The most common materials likely to become involved in a fire are combustible building construction (floors, partitions, walls and roof), combustible contents (paper, plastics, chemicals, flammable liquids and gases), and combustible ground cover such as grass and brush.

Preventing cutting and welding fires can best be achieved by separating or shielding combustibles from the ignition source. NFPA 51B (2003 Edition) outlines a program that covers provisions to prevent loss of life and property from fire in the use of oxy-fuel gas and electric arc cutting and welding equipment.

Hot work permits for use during hot work operations can be obtained from The Hartford's Loss Control Offices or Consultants.

## Duties & Responsibilities

1. The facility manager must establish the designated management representative responsible for authorizing cutting and welding operations. This individual will be provided hot work permits. Permits are to be issued for all hot work conducted by company employees and outside contractors.
2. The manager is responsible for identifying approved areas for cutting and welding. The manager should review these areas to confirm they meet specifications outlined in NFPA 51B.
3. Only approved apparatus are to be used. Cutters, welders and their supervisors must be suitably trained in the safe operation of their equipment, the safe use of the process, and emergency procedures in the event of a fire. Outside contractors must be advised of the presence of flammable materials or hazardous conditions.

LOSS CONTROL TIPS

4. The supervisor of cutting or welding operations is responsible for the safe handling of equipment, the safe use of the process, and physical protection of combustibles from ignition. The supervisor must secure authorization for the cutting or welding operations from the designated management representative. The supervisor must also ensure that fire protection equipment is properly located, and firewatchers are available when required.
5. The cutter or welder is responsible for handling the equipment safely, and must have approval by the supervisor before starting work.
6. Before cutting or welding is permitted, and at least once per day while the permit is in effect, the individual responsible for authorizing cutting and welding operations should inspect the area. This individual shall complete and sign the permit verifying the precautions listed on the permit have been taken. After expiration of the permit, it should be removed and filed for future review.
7. Hot work permits in affect during fire alarm activation should immediately be voided and the area re-inspected prior to issuing a new permit.

## Reference

National Fire Protection Association (NFPA) Standard 51B, (2003 Edition).

For more information, contact your local Hartford agent or your Hartford Loss Control Consultant. Visit The Hartford's Loss Control web site at <http://www.thehartford.com/corporate/losscontrol/>

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