

FIRE PROTECTION

SUBJECT: HOT WORK PERMIT PROCEDURES

TO: ALL CONCERNED

Steps will be taken immediately to put into practice a permit tag system which should provide better protection against fire from welding and other hot work in hazardous areas. *This program, as outlined below, is intended to be a practical one. It must be realized by everyone that for it to be effective, the wholehearted cooperation of all concerned must be had.*

1. After an inspection of the entire plant has been made by the fire chief and after a discussion with the various department heads, areas throughout the plant will be designated as hazardous for *any type of welding, burning, spark, open flame, or hot work*. Such areas will be prominently marked, and before hot work is done within any such area permit tags must be secured in order to help ensure that the area will be as free as possible from fire hazards and that proper precautions will have been taken
2. Tags have been prepared on which pertinent information must be filled out by the parties concerned. Each employee who may do hot work will be given a supply of tags which he will keep on his person or equipment. When he is sent to perform work in a hazardous area, he will first have his immediate foreman check the area with him to determine if necessary precautions to prevent fire have been taken.
3. It will be the maintenance foreman's responsibility to notify the foreman in the department in which the work is to be done, and together they will sign the permit for the employee to do welding or other hot work.
4. The fire chief will then check the area for fire-safe working conditions, see that standby fire extinguishers are present, and assign a fire watcher when necessary. When he is satisfied with the precautionary measures, he will sign the permit tag and return it to the employee who is to do hot work.
5. The signed permit card will be kept by the employee doing the work until the job is completed, at which time he himself will check the area for fire.
6. The area will subsequently be checked by the maintenance foreman who will see that any extinguisher that may have been used is designated for recharging.
7. The completed tag will be turned in at the end of the day to the maintenance department which will collect and forward all tags to the fire chief for filing and record purposes.

FIG. 33-17. Example of policy statement that can be issued by a company inaugurating a hot work permit program in order to instruct employees