

I. PURPOSE

- A. This procedure establishes controls for cutting, welding, and hot work permits.

II. SCOPE

Equipment to be covered under this policy:

- A. Gas cutting and welding equipment.
- B. Electric arc welding equipment and grinding equipment.
- C. Electric grinding equipment.
- D. Open flame equipment such as blow torches, lead burners, and asphalt melting pots.
- E. Space heaters, salamander, or open flame heating devices must have approval of the maintenance manager.

III. SCOPE

- A. All areas of the facility require permits.

IV. ASSIGNMENT OR RESPONSIBILITY

- A. The assignment of specific responsibility for certain functions does not relieve anyone of their individual responsibility in so far as their knowledge of existing or suspected danger that might result in injuries to personnel or damage to property.
- B. The maintenance supervisor is responsible for properly initiating and signing the Hot Work Permit, as outlined by the following procedures.
 - 1. They are responsible for seeing that all necessary precautions have been taken to ensure the safety of the mechanics, and there is no danger of fire or explosion.

2. Issuing and signing two (2) copies of the Hot Work Permit, authorizing the mechanic/maintenance worker/welders to sign the permit and commence work, and issuing one (1) copy to the operating supervisor.
3. Requesting that appropriate tests be made when, in their judgment, conditions may have changed, creating the possibility for a fire or explosion, or other physical change that might endanger the craftsman performing the work.
4. A fire watch will be provided when open flame equipment is being used where hot slag or flux can ignite any combustible material. An additional fire watch is to be provided at lower levels as necessary or at the level where the work is being performed.
5. Assuring themselves that the mechanic/maintenance worker/welder has provided a fire extinguisher at the work location.

C. Area Operating Supervisor's Responsibility

1. Ensuring that no cutting or welding is done by mechanic in areas under their supervision, without signing a Hot Work Permit for this work.
2. Preparing and maintaining their areas for the use of cutting and welding equipment.
3. Notifying the mechanic/maintenance worker/welder of any existing hazardous chemicals, explosive or toxic vapors that might be present in the work area or general vicinity.
4. Having any necessary tests run for explosive content or oxygen deficiency prior to the issuance of permit.
5. After assuring themselves that all necessary safety precautions have been taken, the area operating supervisor will sign a Cutting and Welding Permit in duplicate, and pass to the maintenance supervisor and the maintenance worker/welder for their signatures, then retain one copy in their possession until the job is completed.
6. Stopping the job and notifying the mechanic/maintenance worker/welder when changes in operations result in unsafe conditions and requesting additional tests be run for explosive content as is necessary, in their judgment.

D. Mechanic/Maintenance Worker/Welder's Responsibility

1. Signing both copies of the Hot Work Permit and retaining one copy until the end of his work shift or until the work is completed.
2. Providing a fire extinguisher at the work location for immediate use if needed. Fire extinguishers mounted throughout the facility should not be used, but an additional fire extinguisher should be used.
3. Providing an arc shield when work will create a hazard to other personnel working in the area, from direct or reflected arc rays.
4. Grounding electrical welding equipment as close to the direct point of arc as is practical.
5. Stopping the job and notifying the area operating supervisor when changes in operations result in unsafe conditions.
6. Requesting at their discretion that appropriate tests be made when, in his judgment, conditions may have changed, creating the possibility for a fire or explosion, or other physical change that might endanger themselves or others in the area.
7. Covering electrical cable trays and plastic piping.
8. Proper removal and disposal of welding rods, nuts, bolts, and other equipment. Ensure work area is cleaned and safe from hazards.

E. Work Extending Into Another Shift

1. A new permit is required after each shift.

F. Responsibility for Inspections and Testing Areas for Explosive Content or Oxygen Deficiency.

1. The department manager of the operating and maintenance departments will designate personnel who will be responsible for running the necessary tests on each shift. A minimum of two people from each department on each shift should be designated this responsibility so that someone is always available.
2. Only employees properly trained in using a direct reading LEL/O₂ meter shall perform testing. All equipment will be properly calibrated per manufactures recommendations.

3. If there is a possibility of changes in the atmosphere during work, continuous monitoring shall be performed.

V. REFERENCE/APPENDIX

Welding Permit Booklet
Hot Work Permit