Chapter 12: Fire and Life Safety

Fire Prevention Hot Work Procedures

1 Purpose

The purpose of these procedures is to minimize ignition hazards caused by hot work, that is, activities that generate open flame or sparking, such as welding, open-flame soldering, oxygen cutting, and barbequing. They cover the permitting of fire prevention hot work, both temporary and fixed (that is, ongoing in designated areas). They apply to workers who perform hot work activities at SLAC, their supervisors, building and area managers, the SLAC fire marshal, Facilities, and SLAC Site Security.

2 Procedures

A permit is required for any hot work. Hot work permits may be requested by any SLAC worker. SLAC employees and others with SLAC logins use the Hot Work Permit-Fire system. Subcontractors may obtain permits through their field construction manager (FCM). Permits are approved by individuals authorized by the SLAC fire marshal. Permits expire at the end of their designated term.

Requesters and approvers of hot work permits and FCMs must complete ESH Course 119, Hot Work Permit Training (ESH Course 119). (No training is required to request open flame food preparation permits.)

Anyone involved in performing, monitoring, or supervising fire watches for hot work processes must complete ESH Course 108, Fire Extinguisher Training (ESH Course 108) and ESH Course 108PRA, Fire Extinguisher Training Practical (ESH Course 108PRA).

2.1 Temporary Hot Work Permit Procedure

Temporary hot work permits are valid for up to eight days.

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<thead>
<tr>
<th>Step</th>
<th>Person</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Requester</td>
<td>Initiates hot work permit using the Hot Work Permit-Fire system, selecting appropriate approver. Separate permits are necessary for each specific area in which hot work will be performed. If subcontractor, contacts the field construction manager to submit the request.</td>
</tr>
<tr>
<td>2.</td>
<td>Hot Work Permit-Fire</td>
<td>Notifies SLAC fire marshal, selected approver, and building / area manager if applicable</td>
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<td>3.</td>
<td>Requester</td>
<td>Initiates Facilities service request, by using the <a href="#">Facilities Service Request System</a> or calling ext. 8901, if impairing fire detectors necessary (see <a href="#">Fire and Life Safety: Fire Protection System Impairment Procedures</a>)</td>
</tr>
<tr>
<td>4.</td>
<td>Facilities Service Desk</td>
<td>Generates service request documentation and notifies Facilities Fire Protection Maintenance Group, if impairing fire detectors necessary</td>
</tr>
<tr>
<td>5.</td>
<td>Requester</td>
<td>Notifies approver when ready to begin work</td>
</tr>
<tr>
<td>6.</td>
<td>Approver</td>
<td>Reviews restrictions and conditions with requester at job site. Signs permit copy in the field and adds approval to <a href="#">Hot Work Permit-Fire</a> system.</td>
</tr>
<tr>
<td>7.</td>
<td>Requester</td>
<td>Receives copy of permit. Places permit in a readily accessible location, such as the work planning and control (WPC) folder, or posts in plain view</td>
</tr>
<tr>
<td>8.</td>
<td>Facilities Fire Protection Maintenance Group</td>
<td>Turns fire detectors off and on at the beginning and end of each work day, respectively, if impairing fire detectors necessary</td>
</tr>
</tbody>
</table>
| 9.   | Requester | Performs work, meeting following requirements:  
- Provides a fire watch during welding operations. Continues fire watch for at least 30 minutes after welding or other hot work is completed.  
- Does not perform hot work in areas where flammable liquids, or vapors, lint, dust or combustible storage is at risk of ignition  
- Provides shielding in areas where sparks, slag, or heat may come in contact with combustible material  
- Wears appropriate clothing in addition to required personal protective equipment  
- Provides minimum 2A:20BC fire extinguisher for area where welding is done  
- Maintains all welding equipment in good order. Inspect prior to each use  
- Makes permit available at hot work site at all times that hot work is in progress  
- Performs only hot work specifically described on the permit  
- Performs hot work only during the specific times and dates listed on the permit  
- Requests new permit if work extends beyond term of original permit |
| 10.  | Approver | Visits site at least daily for multi-day permits |
| 11.  | Building / area Manager | Coordinates with occupants |
| 12.  | Requester | Completes work and notifies other parties as necessary |
| 13.  | Approver | Closes out permit |
2.2 Fixed Hot Work Permit Procedure

Fixed hot work permits cover ongoing work in designated areas. The process for obtaining the permit is the same as for temporary permits, except the approver is the SLAC fire marshal. Fixed hot work permits are valid for one year.

3 Forms

The following forms are required by this procedure:

- Hot Work Permit-Fire
- Facilities Service Request System

4 Recordkeeping

The following recordkeeping requirements apply for this procedure:

- The SLAC fire marshal is responsible for maintaining the permit record using the Hot Work Permit-Fire system.

5 References

SLAC Environment, Safety, and Health Manual (SLAC-I-720-0A29Z-001)

- Chapter 12, “Fire and Life Safety”
  - Fire and Life Safety: Fire Protection System Impairment Procedures (SLAC-I-730-0A12C-002)

Other SLAC Documents

- Fire Protection Program Resource Site (FireFacts) (SharePoint)
- ESH Course 108, Fire Extinguisher Training (ESH Course 108)
- ESH Course 108PRA, Fire Extinguisher Training Practical (ESH Course 108PRA)
- ESH Course 119, Hot Work Permit Training (ESH Course 119)