

DATE: January 11, 2017

SUBJECT: Hot Work Policy and Procedure

1. Preamble

The company is committed to a workplace free of injuries. Given the diverse nature of the operations, each operation will have a Hot Work policy in place, which ensures that employees or visitors to the operation are protected from the potential from related injuries and that site property and product is protected. It is required that all employees and visitors to our operations familiarize themselves with our policies and adhere to those policies.

2. Policy

This policy was developed to ensure that the Hot Work will be managed and proper actions are taken to prevent loss due to fire caused by Hot Work (cutting, soldering & welding, explosion or any other activity that involves an open flame). All affected employees and contractors will receive instruction as to the expectations of them to ensure compliance with this policy.

3. Scope

The provisions set out in this policy apply to any work done on site using equipment such as a welder or a torch, and is to be strictly adhered to by all parties. The use of a Hot Work Permit, when that hot work takes place away from the designated hot work areas, is mandatory.

4. Responsibilities

Management

- To ensure that all employees involved in the Hot Work Process are trained (including Permit Authorizing Individual, Hot Work Operator and Fire Watch).
- Conduct periodic audits to ensure compliance with this policy.
- EHS are to communicate any changes to this policy with respect to regulation and interpretation.
- Ensure that the policy is reviewed annually and is current with all applicable regulations.

PAI (Permit Authorizing Individual)

- Assess the work area and sign the Hot Work Permit PRIOR to work commencing.
- Post the permit on job site and at the designated area where the hot work is being performed.
- Have a designated Fire Watch during Hot Work. This could be anyone who has been trained as Fire Watch.
- Ensure sprinkler and fire alarm systems are in working order prior to, and after the hot work has been performed as required.
- After completion of Hot Work ensure continuous monitoring for minimum of 30 minutes or longer as determined by the PAI, by designated and trained Fire Watch personnel.

Person Performing Hot Work

The person doing the Hot Work must verify that a hot work permit is in place before starting Hot Work, or, verify that the work to be performed is located in a designated Hot Work Area. The permit is issued for one location only and is valid for no longer than 24 hours. It may become invalid if conditions change (i.e. adverse environmental condition).

The person doing the Hot Work is responsible for complying with all rules and regulations concerning safe work practices and all requirements stated on the permit.

The Fire Watch

- Assist Hot Work Operator in preparation and clean up of Hot Work area.
- Wet down surrounding areas including lower floors and beams if applicable.
- Assess 35' radius for potential fire hazards.
- Be alert to any changes and identify changes or concerns to Hot Work Operator.

Outside Contractors

- Must be trained and held to the same Hot Work Standards as the company employees. The supervisor shall ensure that this training has taken place prior to starting Hot Work.

Exhibits

1. Hot Work Permit

WARNING!

HOT WORK IN PROGRESS WATCH FOR FIRE!

Instructions:

- 1. Person doing hot work:** Indicate time started and post permit at hot work location. After hot work, indicate time completed and leave permit posted for Fire Watch.
- 2. Fire Watch:** Prior to leaving area, do final inspection, sign, and leave permit posted and notify Permit-Authorizing Individual.

Required Precautions Checklist:

- Available Sprinklers in Normal Automatic mode and valve open.
- Hot Work equipment in good repair.

Assess 35 ft radial "sphere" of work for potential fire hazards:

- Floors, work level and below, cleaned or protected.
- All other combustibles removed or shielded from sparks.
 - Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
 - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
 - If removal . cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
- Transmission or conveying of sparks to adjacent areas eliminated or protected.
 - Tightly cover wall/floor openings with fire-retardant material.
 - Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
 - Isolate or shut down fans and conveyors to prevent the capturing and conveying of sparks to other areas.
- Explosive atmosphere eliminated or potential not present.

Work on walls ceilings or enclosed equipment:

- Construction materials verified as noncombustible and without combustible covering or insulation.
- Combustibles on other side of walls relocated or protected.
- Enclosed equipment cleaned and protected from all combustibles.
- Containers purged of flammable liquids/vapors.

Fire watch/hot work area monitoring requirements:

- Continuous fire watch provided during, and for at least 30 minutes after hot work, including all breaks.
- Fire watch supplied with suitable extinguishers/hoses.
- Fire watch trained in the use of fire equipment and sounding alarm.
- Area to be monitored after the job is completed as necessary.

Other precautions that may be required:

- Fire watch provided for adjoining areas, above, or below.
- Confined Space or Lock-Out-Tag-Out required/used.
- Area smoke or heat detection disabled to eliminate false trip.

Other Comments: _____

Hot Work Being Done By:	
<input type="checkbox"/> NAI Employee <input type="checkbox"/> Sub-Contractor	
Date:	Job Name / Number
Hot Work Location	
Nature of Job	
Name of Person Performing Hot Work	
I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work	
Signature of Permit-Authorizing Individual	
Time Started <input type="checkbox"/> AM <input type="checkbox"/> PM	Time Started <input type="checkbox"/> AM <input type="checkbox"/> PM
Expiration Date	Expiration Time <input type="checkbox"/> AM <input type="checkbox"/> PM

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.

Signature of Fire Watch	Time