

Weekly Safety Meeting

Safety by Design hopes you and your team benefit from this Tool Box Talk. Please note that this Tool Box Talk is intended as an overview of key points regarding this subject and is not intended to be complete training in accordance with any regulatory standards. If you have any questions or would like to obtain the appropriate training, please call Safety by Design at (832) 425-0556, or email us at info@safetybydesigninc.com. Thank you, and remember to always stay safe.

Company Name	Project Name	Supervisor	Date

HOT WORK AND HOT WORK PERMITTING

WHAT DO I NEED FOR HOT WORK? DO I NEED TO GET A PERMIT?

General

Hot work operations include tasks such as welding, brazing, torch cutting, grinding, and torch soldering. These operations create heat, sparks and hot slag that have the potential to ignite flammable and combustible materials in the area surrounding hot work activities. The United States averages 12,630 hot work fires, \$308.9 million in property damages and 31 deaths per year. A single hot work fire can be devastating. The repairs and restoration work associated with this fire resulted in the expenditure of over \$5 million.

Hot Work Program This is a program developed to prevent fires resulting from temporary operations that produce heat. In most cases it involves designated employees performing specific functions for the purposes of preventing fires. Components of the program include:

- **Issuing Authority-** this is usually the owner that is in charge of facilities and responsible for allowing work to be conducted.
- **Performing Authority-** employees/contractors that is qualified to perform hot work activities and have the required training.
- **Fire Watch-** designated employee whose sole purpose is to monitor hot work activities and stand by in case of a fire.
- **Fire Protection Equipment-** equipment used to extinguish a fire. (Typically fire extinguishers).
- **Posting the permit-** Permits should be posted at the work location.
- **Permit Closure-** Once all hot work activities have been completed than the permit should be closed.

Guidelines

- Work should be performed using alternative methods other than hot work whenever possible.
- Hot work should be performed in designated hot work locations whenever it is practical.
- A Hot Work Permit is valid for one day and one area and should be posted in the area of hot work for the duration of the activity.
- A copy of every permit shall be filed by the competent person in a location designated by their supervisor.

Remember, many fires are attributed to lack of planning and unqualified workers performing hot work activities without the proper training and fire protection available.

Additional Topics and Meeting Attendees on back:

Basic Fire Safety

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ADDITIONAL TOPICS COVERED: (I.E. MSDS Location, Emergency Plan, etc.)

1.
2.
3.

MEETING ATTENDEES:

PRINT NAME	SIGN NAME	EMPLOYEE NUMBER
1.		
2.		
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