
	Standard Operating Procedures: HOT WORK				
	Doc No.	Compiled By:	Date	Version	Approved by
	HS007	Stephen Bothma	26/04/2023	01	GM, HR Manager
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# STANDARD OPERATING PROCEDURES

## HOT WORK

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## 1. SCOPE AND PURPOSE

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To ensure the management of all “Hot Work” done on site and prevent fires caused by hot work applications

## 2. REFERENCES

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SA Legislation and company policies  
 Health & Safety Act  
 Health & Safety Policy

## 3. IMPLEMENTATION

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### DEFINITIONS:

Hot Work – Work involving welding, burning, soldering, grinding, cutting, or other activity that produces or uses sparks, flame, or heat, that is capable of starting a fire.

Designated Area – A permanent location designed or approved for hot work operations.

Permit-Required Area – A non-designated area made fire safe for hot work by removing or protecting combustibles from ignition sources associated with hot work.

Permit – A signed document authorizing workers to perform hot work in a permit-required area after precautions and safeguards have been met. The permit is issued by the person responsible for authorizing hot work, or the state or local governmental authority having jurisdiction.

Fire Watch – Person or persons trained in the use of fire extinguishers and fire alarm activation, who are assigned to monitor the work area for sparks and fire, and extinguish any that develop, both during the hot work, and for ½ hour after the work is completed.


### PROCEDURES:

This SOP is intended to provide guidance to property engineers who perform or oversee hot work. Hot work and hot work permits may be regulated by state and/or local laws, codes and regulations that require additional permitting and/or notification of the local fire department when such work is being conducted. Be sure to verify which hot work laws, codes and regulations apply by checking with the appropriate jurisdictional authorities.

Prior to performing hot work, alternative methods that avoid the generation of heat, sparks or flame should be considered. Hot work must only be performed in a designated area, or in a permit-required area after obtaining a permit authorizing the work. Persons performing hot work must inspect all equipment including welding hoses, regulators, torches, etc., prior to performing the work to ensure their safe operation. Also, they must stop operations and notify their manager, supervisor or person responsible for authorizing hot work permits if unsafe conditions develop.

Hot work is prohibited in the following situations:

- In areas not authorized by management.
- In a sprinklered building when the sprinkler system is impaired.
- In areas where an explosive atmosphere is present or can develop.

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### Designated Areas

Performed all hot work in a designated area specifically designed or approved for hot work, such as a maintenance shop, designated outdoor location, or in a detached shop of non-combustible or fire-resistive construction. Outdoor designated areas must be located a minimum of 35 ft (10.7 m) or more from structures, vehicles and combustible materials.

### Permit-Required Areas

If hot work cannot be performed in a designated area, then the area where the work is to be performed becomes a “permit-required” work area. In order to obtain a permit authorizing work to proceed, the area must be inspected by the person responsible for approving hot work permits. This inspection ensures that combustibles are removed or protected, and that the area is “fire safe” before the permit is issued. The written permit documents the inspection and the conditions under which hot work can be performed.

Prior to the inspection, all combustibles should be moved to at least 35 ft (10.7 m) from the hot work area. Combustibles that cannot be relocated must be protected from ignition by a welding blanket, welding pad or other approved flameproof cover or shield. Also, ducts, and floor or wall openings must be protected or shielded from sparks that could be generated in the area.

The person responsible for authorizing the hot work permits must inspect the work area at least once per work shift while the permit is in effect.

### Fire Watch

When hot work is to be performed in a permit-required area, a fire watch must be assigned. The fire watch must be trained in the use of fire extinguishers and procedures for activating the fire alarm. Responsibilities include extinguishing sparks that could start a fire; adjusting protective shields, if necessary; extinguishing small fires if capable of doing so; and activating the alarm if a fire occurs. The fire watch must be present during and at least ½ hour following completion of the hot work. A final check of the work area and adjacent areas must be conducted every 30 minutes for 4 hours after completion of the hot work. [The fire watch may be extended by the person responsible for approving the permit.]

### Fire Extinguishers

Fully charged fire extinguishers suitable for the type of fires that could occur must be kept in the work area, and must be available for immediate use.

### Training and PPE

Only persons trained in hot work safety, and fire and emergency procedures can perform hot work. They must be provided with, and must use, appropriate personal protective equipment (PPE) in the hot work area.

### Contractors

All contractor hot work programs must be reviewed and approved by the Director of Engineering prior to their performing hot work. All hot work must be coordinated with the Director of Engineering and hotel operations, and local

## 4. IMPLEMENTATION RESPONSIBILITY

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All Hotel Staff & Management

Health & Safety Committee

Health & Safety Reps

Contractors

Vendors

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## 5. MEASUREMENT

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The management of all “hot work” done on hotel premises will ensure that there is no safety risk / hazard in terms of fire danger.

## 6. FORMS AND RECORDS

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- Hot Works Permit Form

## 7. APPENDIX / ADDENDUM

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- Not Applicable