



Policy: Hot Work Fire Safety

Effective: 01/11/22

Identifier: S-FW-EC-5101

Acute Care: ENC GR LJ MER

Ambulatory SHAS

PURPOSE: Hot work operations increase the potential for a fire at a facility. This policy provides guidelines for a systematic approach to control hot work fire hazards and reduce the fire potential associated with hot work at Scripps Health facilities.

I. POLICY

- A. Scripps Health's hot work program requires hot work to be performed in a "designated area" or a "permit-required area".
- B. A Hot Work Permit, provided by the current insurance provider, must be completed prior to the commencement of any hot work task in a permit-required area, and properly closed out after the hot work task is completed.
- C. A hot work permit should be issued to those employees, contractors, or vendors conducting the hot work only after the proper precautions are taken.
- D. The hot work permits should only be issued by a qualified (trained) Permit Authorizing Individual. Any hot work being conducted without a valid Hot Work Permit will be stopped immediately. If any unsafe conditions develop, hot work should be stopped immediately.

II. DEFINITIONS

- A. Hot Work: Operations which involve some form of open flame that produces heat or sparks such as welding, torch cutting, arc cutting, soldering, brazing. Hot work also involves hot riveting, grinding and pipe thawing.
- B. Designated Areas: Management approved locations where hot work can be conducted without a permit.
- C. Permit-Required Areas: Areas requiring a Hot Work Permit and not deemed a designated area.
- D. Permit Authorizing Individual (PAI): Designated individual (s) responsible for the permitting of hot work activities.

III. RESPONSIBILITIES

- A. Engineering Leadership
 - 1. Designates PAI
 - 2. Coordinates training of PAIs with Safety Officer.
- B. Permit Authorizing Individual (PAI)
 - 1. Verifies conditions of Hot Work Permit are met.
 - 2. Issues Hot Work Permit.
 - 3. The PAI cannot be the hot work operator.
- C. Safety Officer or Safety Technician
 - Oversees the Hot Work program.
- D. Engineering/Contractors/Vendors conducting hot work
 - 1. Adheres to the hot work requirements and the "Required Precautions Checklist" of the Hot Work Permit.

2. Evaluates the necessity of hot work.
 3. Evaluates if the hot work can be performed in a designated area where a Hot Work Permit is not required, such as a designated area.
 4. Makes every effort to prevent false fire alarms.
- E. FD&C Project Managers
1. Ensures contractors are aware of Hot Work Fire Safety requirements.
 2. Enforces Hot Work Fire Safety requirements.

IV. PROCEDURES

A. Hot Work Permit

1. The first step in evaluating a Hot Work Permit is to determine if the work is truly necessary. Can the task be accomplished safely by another means? Can the work be moved to a designated area where a Hot Work Permit is not required such as the maintenance shop/area?
2. If the work cannot be done by another means or at a designated site then the Permit Authorizing Individual (PAI) should review the site safety precautions and complete Page 1 of the Hot Work Permit, provided by insurance company.
 - a. **Date Permit Expires:** The permit should be limited to a single shift. The date that the permit expires should be documented on the form. If the work is not completed within a single shift, or by the date on the form, a new permit should be issued.
 - b. **Extended Fire Watch:** The permit has a standard fire watch time period of 1 hour. If work is to be conducted in or near storage areas or other areas where a deep-seated fire could develop, an extended fire watch should be required. This can be up to 3½ additional hours.
 - c. **Required Precautions Checklist:** The issuing Permit Authorizing Individual (PAI) should review all the items in this section and check the applicable boxes.
 - d. **Within 35 ft. of task area(s):** The issuing PAI should review all items in this section and check the applicable precautions that have been taken. Any ductwork openings should be covered to prevent sparks from entering the ductwork and being carried into the system.
 - e. **Work on Walls or Ceilings:** The issuing PAI should check the applicable precautions that have been taken.
 - f. **Work on Enclosed Equipment:** The issuing PAI should review all the items in this section and check the applicable boxes.

B. Fire Watch

1. The issuing PAI should review all the items in this section and check the applicable boxes. All personnel assigned to fire watch must be qualified (trained) to conduct fire watches. The area surrounding the hot work task area, including plant areas situated directly above and below the hot work areas should be monitored. Personnel assigned to fire watch should be trained on the use of fire protection equipment (portable fire extinguishers).
2. When the hot work has been completed, the information on Page 2 should be completed by the appropriate personnel.
 - a. **Hot Work Completed Signed:** The individual assigned to conduct the hot work should sign his/her name along with the date and time the hot work was completed. This provides a start time for the fire watch to monitor the work area.

- b. **Fire Watch Completed Signed:** The individual assigned to the fire watch duty should sign his/her name along with the date and time the fire watch was completed. Where an extended fire watch is required on the permit, the individual should sign off after the extended fire watch time has expired.
 - c. **Final Check-Off Completed Signed:** The permit issuing PAI should sign off after inspecting the area and verifying that all presiding signatures are in place.
3. After the work has been signed off as completed, Part 2 (Page 2) of the permit should be filed with Page 1 of the permit to signify the hot work has been completed and that the permit is closed out.

V. REFERENCES

- A. Joint Commission Standards
- B. NFPA 51b

VI. RELATED PRACTICE DOCUMENTS

Interim Life Safety Measures (ILSM); [S-FW-EC-5002](#)

VII. SUPERSEDED

Hot Work Fire Safety; S-FW-EC-5101, 10/18

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DEVELOPMENT SUMMARY		
12/21 Revision: minor clarifications, no change in practice		
Development Workgroup		
Representation	Member Name	Member Title/Discipline
Workgroup Leader	Steve Peterson	Sr. Dir., Facilities & Support Operations
SHAS Representative	Ronald Hudnet Anthony Roman	Safety Officer/EM Coordinator Dir., Support Operations
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Mercy Representative	Carol Kitahara Devin Todd	Safety Officer/EM Coordinator Safety Officer/EM Coordinator
ENDORSEMENTS and APPROVALS		
Function	Chair Name/Title/Position	Dates
Executive Sponsor	Tim Jacoby, CVP/FD&C	12/22/21
Environmental Health & Safety Committee	Steve Peterson, Sr. Dir., Facilities & Support Operations	12/22/21