



# DISTRICT OF COLUMBIA DEPARTMENT OF CORRECTIONS

## Program Statement

OPI  
Number: 2920.9  
Date: September 7, 2010  
Supersedes: First Issuance  
Subject: Hot Work Program

1. **PURPOSE AND SCOPE.** To establish written procedures to prevent fires resulting from temporary operations involving an open flame or that produces heat, sparks, or hot slag.
2. **POLICY.**
  - a. It is DOC policy to ensure CDF complies with all applicable laws and regulatory standards and that there is a hot work permit issued prior to the performance of hot work activity.
  - b. It is DOC policy to require all employees and contractors who perform hot work services to use the Hot Work Program to provide a safe environment for staff, visitors and inmates.
3. **STANDARDS REFERENCED**
  - a. National Fire Protection Agency (NFPA) 51B Standard Fire Prevention during Welding, Cutting, and Other Hot Work
  - b. Occupational Safety Health Administration (OSHA) 1910.254 Arc Welding and Cutting
4. **AUTHORITY.**
  - a. D.C. Code § 24-211.02, Powers; Promulgation of Rules [Formerly § 24-211]
5. **NOTICE OF NON-DISCRIMINATION**
  - a. In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does

not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, status as a victim of an intra-family offense or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited.

## 6. APPLICATION

- a. The Hot Work Program will be followed whenever there is a need for Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing, Welding or the use of Heat Guns in any of DOC/CDF buildings or property.

## 7. DEFINITIONS

- a. **Hot Work.** The temporary operation involving open flames or which produces heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing, Welding and the use of Heat Guns.
- b. **Personal Protective Equipment.** The use of specialized barriers that protect internal and external organs in efforts to minimize injury or illness.

## 8. PROCEDURES

- a. Determination of Hot Work. Hot work should not be performed if the work can be avoided or performed in a safer manner. When practical, objects to be welded, cut, or heated must be moved to a designated safe location, e.g., a designated welding area.

**Note:** Hot Work being conducted on parts that are not stationary is prohibited inside of the Maintenance Department.

- b. Performance and Issuance of Permit. If hot work must be performed, a Hot Work Permit (Attachment A) must be issued and approved before the hot work begins. To obtain a permit or approval contact:

- 1) Fire Safety Specialist

- c. In the absence of the Fire Safety Specialist to obtain a permit or approval contact:

- 1) Maintenance Contracting Officer Technical Representative

- 2) Shift Major

### 3) Shift Commander

- d. Precautions. All precautions on the Hot Work Permit must be met prior to performing any hot work. A charged ten (10) lb. ABC dry powder fire extinguisher will be in the in the area where the hot work is being conducted at all times. If necessary, the fire extinguisher may be borrowed from the Fire Safety Specialist if one is not available at the site.
- e. Safety Communications. A "**Warning-Hot Work In Progress-Watch for Fire**" sign must be posted in the Hot Work area while work is in progress (Attachment B).
- f. Issue Date and Expiration. The Hot Work Permit will be issued by the Fire Safety Specialist or their trained designee, and is valid only for the date(s) and time specified on the permit. A copy of the permit must remain at the hot work location until the hot work is completed.
- g. Personal Protective Equipment. All DOC building occupants (detainees, employees, contractors, and public) must be suitably protected against hazards generated by the work, e.g., heat, sparks, fumes, welding rays, etc. This may include, but is not limited to, the use of personal protective equipment (PPE), shields, screens, or building exhaust ventilation.
- h. Prohibited Conditions. A Hot Work Permit will not be issued if ANY of the following conditions exist:
  - 1) Sprinkler protection is impaired;
  - 2) Fire Notification Systems is impaired;
  - 3) Appropriate fire extinguishing equipment is not readily available;
  - 4) Combustible or flammable materials are within (35) feet and cannot be moved or protected;
  - 5) Floor and wall openings cannot be covered;
  - 6) Cutting or welding on pipes or other metals can conduct enough heat to ignite nearby combustible materials; or
  - 7) Any condition that could result in undue hazards by performing the work.
- i. Department Responsibilities. The Department of Corrections shall implement the following for the care, welfare, safety, and security of building occupants:

- 1) Recognize its responsibility for the safe use of cutting and welding equipment in their area;
  - 2) Establish designated areas for cutting and welding;
  - 3) Ensure hot work procedures are being implemented and followed in other than designated areas;
  - 4) Ensure that supervisors, cutters and welders, are suitably trained in the operation of the equipment and the safe use of the process; and
  - 5) Ensure that contractors follow DOC Hot Work procedures.
- j. Tool Control Officer Responsibilities. The Tool Control Officer shall:
- 1) Ensure that all Hot work equipment is controlled using the Tool Control process.
  - 2) Ensure that all cutting and welding equipment is in satisfactory condition and in good repair before issuance and when returned.
  - 3) Ensure that only approved staff checking out Hot Work Equipment present the approved Hot Work Permit form (Attachment B).
- k. Facilities Management. Facilities management shall:
- 1) Ensure that all employees and contractors are following hot work procedures;
  - 2) Ensure that a hot work permit is issued prior to the start of work;
  - 3) Ensure that all cutting and welding equipment is in satisfactory condition and in good repair; and
  - 4) Ensure that employees are suitably trained in the operation of the equipment and safe use of the process; and
  - 5) Ensure that contractors follow DOC procedures.
- l. User Responsibilities. Any employee or contractor conducting Hot Work shall:
- 1) Follow and use hot work procedures;
  - 2) Obtain a hot work permit prior to starting work;

- 3) Ensure that all cutting and welding equipment is in satisfactory condition and in good repair;
  - 4) Attend and actively participate in training sessions; and
  - 5) Protect nearby personnel and passers by against heat, sparks, etc. when working in occupied buildings.
  - 6) Ensure proper fire fighting equipment is readily available;
  - 7) Locate the nearest fire alarm pull station;
  - 8) Inspect hot work area before any hot work is conducted;
  - 9) Extinguish fire ONLY when within trained capabilities to safely do so; and
  - 10) Stay on watch at least thirty (30) minutes after hot work has been completed.
- m. A Fire Watch is also REQUIRED whenever protective measures are necessary for the following conditions:
- 1) Appreciable combustible material is within thirty-five (35) feet of the point of operation;
  - 2) Appreciable combustibles more than thirty-five (35) feet away may be easily ignited by sparks;
  - 3) Wall or floor openings within thirty-five (35) feet expose combustibles in adjacent areas including confined spaces.
  - 4) Combustibles could be ignited by conduction or radiation through metal partitions, walls, ceilings, or roofs.
- n. Fire Safety Specialist Responsibilities. The Fire Safety Specialist shall:
- 1) Submit the Hot Work Program Annually to DC Fire Prevention Division Chief
  - 2) Update Hot Work Program as needed;
  - 3) Provide assistance with Hot Work Program implementation and administration; and

- 4) Provide assistance in training supervisors, employees, and project managers.
- o. Outside Contractor Work. DOC project managers are responsible for ensuring that outside contractors follow Hot Work procedures when working in DOC operated facilities.



Devon Brown  
Director

## **Attachments**

Attachment A	Hot Work Permit
Attachment B	Hot Work Warning Sign