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			<b>OPI:</b>	OPERATIONS		
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			<b>Approving Authority</b>	Thomas Faust Director		
<b>SUBJECT:</b>		HOT WORK PROGRAM				
<b>NUMBER:</b>		2920.9B				
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**SUMMARY OF CHANGES:**

Section	Change
Revisions	Minor revisions throughout the policy

**APPROVED:**



**Thomas Faust, Director**

4/26/2016

**Date Signed**

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1. **PURPOSE AND SCOPE.** To establish written policy and procedures to prevent fires resulting from temporary operations involving an open flame or that produce heat, sparks, or hot slag.
2. **POLICY**
  - a. It is the Department of Corrections (DOC) policy to ensure that the Central Detention Facility (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. **DIRECTIVES AFFECTED**
  - a. **Directives Rescinded**
    - 1) PP 2920.9 Hot Work Program (01/08/13)
  - b. **Directives Referenced**
    - 1) PP 5022.1 Tool Control
4. **AUTHORITY**
  - a. D.C. Code § 24-211.02, Powers; promulgation of rules
  - b. 29 C.F.R. 1910, Occupational Safety and Health Standards, Subpart L, Fire Protection, and Subpart Q, Welding, Cutting and Brazing.
  - c. National Fire Protection Association NFPA, National Fire Codes (NFC) and NFPA 101, the Life Safety Code.
  - d. 2012 International Fire Code (IFC) Fire Protection.
  - e. Title 12H DCMR D.C. Construction Code Supplement.

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## 5. 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.
- c. American Society of Mechanical Engineers B31.1 Pressure Piping
- d. American National Standard Institute Safety in Welding Cutting and Allied Processes. ANSI Z49.1:2012

## 6. 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 genetic information, race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, status as a victim of an intrafamily offense or place of residence or business. Sexual harassment is a form of sex discrimination that is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

## 7. 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.

## 8. 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.

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- c. **Fire Watch.** Temporary Surveillance in a building or premises for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, initiating alarms or evacuation procedures, and notifying the fire department.

## 9. 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 the Fire Protection Specialist. In the absence of the Fire Protection Specialist, permits or approvals can be obtained by the following staff persons:
  - 1) Supervisory Facilities Operations Specialist
  - 2) Correctional Facilities Operations Specialist
- c. *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 shall 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 Protection Specialist if one is not available at the site. Welding Shields and Fire Retardant barracks shall be used to prevent injury; protect life; and safeguard property during operations.
- d. *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).
- e. *Issue Date and Expiration.* The Hot Work Permit will be issued by the Fire Protection Specialist or their designee, and is valid only for the date(s) and time(s) specified on the permit. A copy of the permit must remain at the hot work location until the hot work is completed.

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- f. *Personal Protective Equipment.* All DOC building occupants (inmates, 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 require the following: the use of personal protective equipment (PPE), shields, screens, or building exhaust ventilation.
- g. *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 System is impaired;
  - 3) Appropriate fire extinguishing equipment is not readily available;
  - 4) Combustible or flammable materials are within thirty-five (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 exists that could result in undue hazards if the work is performed.
  - 8) Existence of electronic equipment, electrical wiring, fiber cable and other IT, telecom and network infrastructure.

## 10. DEPARTMENT RESPONSIBILITIES

- a. 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;

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- 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.
- b. *Tool Control Officer and Supervisory Facilities Operations Specialist Responsibilities.* The Tool Control Officer in conjunction with Supervisory Facilities Operations Specialist shall:
- 1) Ensure that all Hot Work equipment is controlled using the tool control process in accordance with PS 5022.1, "*Tool Control*".
  - 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).
- c. *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 obtained from the Fire and Emergency Medical Services Fire Prevention Division 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 Fire Marshal General Order: 508 (Attachment C). Also, forward a copy of approved Hot Work Permit (Attachment A) to the CDF Fire Protection Specialist before operation commences.
  - 6) Ensure IT manager is informed and has taken all necessary precautions to safeguard IT, telecom and network infrastructures.

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d. *User Responsibilities.* Any employee or contractor conducting Hot Work shall:

- 1) Be qualified in the application by a technically competent group or agency.
- 2) Follow and use hot work policies and procedures;
- 3) Obtain a hot work permit prior to starting work;
- 4) Ensure that all cutting and welding equipment is in satisfactory condition and in good repair;
- 5) Attend and actively participate in training sessions;
- 6) Protect nearby personnel and passers-by against heat, sparks, etc. when working in occupied buildings;
- 7) Ensure proper firefighting equipment is readily available;
- 8) Locate the nearest fire alarm pull station;
- 9) Inspect hot work area before any hot work is conducted;
- 10) Extinguish fire ONLY when within trained capabilities to safely do so; and
- 11) Stay on watch at least thirty (30) minutes after hot work has been completed.

e. *Fire and Safety Specialist Responsibilities.* The Fire Protection Specialist shall:

- 1) Submit the Hot Work Program Annually to the 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.

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- f. A Fire Watch is REQUIRED whenever Hot Work is being performed and when 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.
- g. Outside Contractor Work. DOC project managers are responsible for ensuring that outside contractors follow DOC Hot Work procedures when working in DOC operated facilities.

## Attachments

Attachment A	Hot Work Permit
Attachment B	Hot Work Warning Sign
Attachment C	DC Fire Marshal General Order: 508

**DOC/PP2920.9B/4/26/16**





## HOT WORK PERMIT

All temporary operations involving open flames or producing heat and/or sparks require a Hot Work Permit. This includes, but is not limited to, brazing, cutting, grinding, soldering, thawing, pipe, torch applied roofing, Welding, and the use of heat guns.

Department: \_\_\_\_\_ Location/Building Floor: \_\_\_\_\_

Work being performed: \_\_\_\_\_ Date of Inspection: \_\_\_\_\_

Work Order Number: \_\_\_\_\_ Contracting Company: \_\_\_\_\_

Work area must be inspected by Fire and Safety Specialist or Designee before issuance of Hot Work Permit.

Describe source of ignition (e.g., acetylene torch, soldering, electric arc, etc.): \_\_\_\_\_

### GENERAL SAFETY

YES	NO	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Welder, Fire Watch, and Supervisor familiar with Welding and Cutting Policy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Welding and cutting equipment in good working condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Workers fitted with appropriate safety equipment (PPE).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Fire Watch properly trained; knows location of appropriate fire fighting equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Fire Watch knows how to sound fire alarm.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Fire detection and/or sprinkler system in service.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Area within 35 feet of work properly swept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Combustibles and flammables within 35 feet of work removed or
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Combustibles and flammables protected with appropriate shields.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Floor and wall openings covered.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Pipe lines or connections disconnected or blanked.

### WORK ON WALLS/CEILINGS

☐ ☐ ☐ Areas adjacent to walls being worked on checked for combustibles; those materials removed.

### CONFINED SPACE WORK

☐ ☐ ☐ Confined Space Entry Permit required?  
☐ ☐ ☐ Equipment cleaned of all combustibles.  
☐ ☐ ☐ Space purged of all flammable vapors and/or gases.

### FIRE ALARM SYSTEM IMPAIRMENT

☐ ☐ ☐ Are there fire alarm devices in area that could be impacted from welding fumes or smoke?  
If yes, Fire and Safety Specialist must be notified of any fire alarm system impairments.

### APPROVALS AND AUTHORIZATIONS

This permit is valid only so long as work conditions existing at the time of issuance continue. It expires on any change in condition that adversely affects **Safety** in work area.

Issue Date/Time: \_\_\_\_\_ Expiration Date/Time: \_\_\_\_\_

Special Conditions: \_\_\_\_\_

\_\_\_\_\_  
Signature of Fire & Safety Specialist

\_\_\_\_\_  
Signature of Area/Job Supervisor

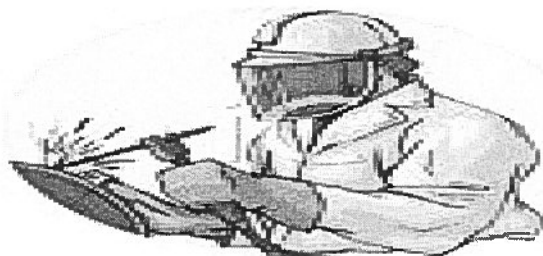
\_\_\_\_\_  
Signature of Welder(s)

\_\_\_\_\_  
Signature of Fire Watch

\_\_\_\_\_ Work areas were inspected 30 minutes after job completion. (Initials)

# "WARNING"

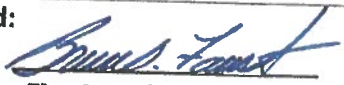
**Hot Work In Progress  
Watch for Fire** 



**Hot Work In Progress  
Watch for Fire** 

# WASHINGTON DC FIRE & EMS DEPARTMENT

## OFFICE OF THE FIRE MARSHAL – GENERAL ORDER

<b>Subject:</b> Fire Watch (Public Document)	<b>General Order:</b> 508
<b>Category:</b> Code Enforcement	<b>Date of Issue:</b> January 31, 2013
<b>Approved:</b>  Fire Marshal	<b>Date of Expiration:</b> October 1, 2015



### I. SCOPE

This order shall apply to all uniform and civilian inspectors.

### II. PURPOSE

To establish standard guidelines for establishing a fire watch and to ensure the public receives accurate and helpful information regarding responsibilities for fire watch requirements.

### III. DEFINITIONS

**Fire Watch:** A fire watch is a short-term, emergency measure intended to provide an acceptable level of life safety when an unsafe or hazardous condition exists in a building or structure. **A fire watch is only a compensatory measure. It is intended to allow continued occupancy of a building or facility that may not be safe to be occupied during the time period required for implementing appropriate changes or repairs.** The purpose of the fire watch is to check ALL areas of the building on a regular basis to detect fire/life safety emergencies as well as provide prompt notification to 911 and emergency responders should an emergency arise. During an emergency, building occupants must be notified of the appropriate action to be taken by fire watch personnel.

**Out of Service:** A system is considered out of service if it is impaired to the point of being non-operational, and not capable of providing the protection the system was designed to provide.

**Unoccupied Building:** A building that has been evacuated under willful actions and will remain without any occupants within the building

### IV. POLICY

**Note:** This directive supersedes fire marshal's administrative directive 03-2009, dated August 20, 2009 which is hereby rescinded.

The authority for this requirement can be found in Title 12H DCMR D.C Construction Code Supplement of 2008 and the 2006 Edition of the International Code Council (ICC) International Fire Code and International Building Code.

Subject: Fire Watch  
General Order: 508  
Approved: January 31, 2013

**Required:**

A fire watch is **required** to be implemented immediately when certain conditions are discovered, either by the facility manager or by the Fire Marshal and his/her representatives. Examples of when a fire watch will be required by the DC Fire and EMS Department, Office of the Fire Marshal include, but are not limited to:

- Outages for maintenance (four hours or longer), significant impairment of, or out of service fire alarm system.
- Outages for maintenance (four hours or longer), significant impairment of, or out of service fire suppression system.
- Blocked or locked means of egress and /or exit.
- Hazardous or dangerous conditions that create an immediate life hazard. ( This condition shall require notification to 911)

Different occupancies have different levels of risk which are determined by the relative vulnerability of the occupants. It is not appropriate to treat all occupancies the same, therefore each situation shall be evaluated individually and the above examples are not prescriptive. Outages for maintenance shall be reviewed for the length of time involved to perform the work.

**Procedures:**

The fire watch, whether ordered by the Fire Marshal, or requested by the building representative, shall be contained in a detailed written plan. Upon the completion of the written plan, the building contact/responsible party/owner shall submit the plan for approval to the Office of the Fire Marshal, located at 1100 4th St. SW, Suite E-700, Washington DC 20024 prior to the close of business. This plan may be faxed to 202-727-3238, to the attention of: "Fire Marshal." Any documents faxed should be preceded by a phone call to 202-727-1614. The business hours of the Fire Marshal's Office are 8:15 am to 4:45 pm, Monday through Friday. If the fire watch is required after normal business hours, the responsible party shall prepare the plan and be guided by the Fire Marshal Representative on the scene.

**Plans:**

The fire watch plan submitted for approval shall include, but not be limited to the following information:

1. Contract from a licensed monitoring/security company providing fire watch duties, and notation that personnel will only be utilized for fire watch duties. *Residents of buildings, janitorial staff, and maintenance personnel will not meet this requirement.*
2. Estimated duration of fire watch, estimated time for completion of repairs, estimated time for removal of hazardous conditions, or other specific situations which required the implementation of the fire watch. Note: In general fire watch in residential buildings will remain in place for 24 hours a day, and for commercial buildings will only be required while the building is occupied. The duration of the fire watch will be approved by the Fire Marshal.

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3. Methods that will be utilized for identifying the fire watch personnel. The method of identification can be a uniform, vest, armband, highly visible shirt, or any other approved means.
4. Methods of communication to be used by fire watch personnel. Fire watch personnel are required to have radio communications between each other. This may be accomplished by the use of direct connect wireless, portable radios, etc.
5. Procedure to be used to rapidly notify the Fire Department and building occupants in the event of an emergency. Fire watch personnel shall not congregate at a central location, but should move about their assigned area constantly monitoring for hazardous conditions. (fires or potential situations which could create a fire)
6. Number of personnel required to sufficiently conduct inspections of all areas of the building, and allow for employee breaks. Fire watch personnel shall check all portions of the building at least hourly. More frequent checks may be mandated if required by the Fire Marshal. Special attention shall be paid to storage areas, janitor closets, utility spaces, basements, attics, penthouses, etc. and other normally unoccupied areas. The number of personnel required will vary depending upon factors such as, building size, and layout, impairment, level of risk, and compensatory measures. In general, the minimum number is as follows:
  - One fire watch person for every two floors of a building
  - One fire watch person for the main front desk, alarm panel room, or centralized location with a hard-wired telephone for calling 911.
  - One additional person shall be required for each (six) personnel to maintain watch during breaks for various reasons.
  - Under no circumstances will one person be acceptable for providing fire watch due to the aforementioned reason.
  - The final determination as to the required number of persons will be determined by the Fire Marshal.
7. Identification of inspection routes to be utilized by fire watch personnel. Note: No partial fire watch patrols are permitted. The entire building must be patrolled.



8. Experience of personnel being utilized for fire watch. Fire watch personnel shall be familiar with the property being protected, including: hazards, occupancies, fixed fire protection systems, manual and automatic detection and alarm systems.
9. Provide method to be utilized to record history of fire watch activities. (Provide example of log book, inspection forms, etc.)
10. Plan shall include a written acknowledgement statement that indicates the building contact/responsible party/owner understands that the guidelines must be adhered to as approved, and if compliance is not maintained, the fire watch approval will be voided, and appropriate action will be taken in accordance with IFC. This can result in a significant violation of the fire code and a monetary fine.

#### **Fire Watch Implementation:**

Once the building owner or representative is made or becomes aware of the need for a fire watch, it is his/her responsibility to immediately take steps necessary to ensure the life safety of all building occupants. This may require evacuating occupants of commercial buildings, restoring temporary power, changing the mission of the security force on duty, or others. If the fire department is on scene of the emergency resulting in the need for a fire watch, they will only provide a stop gap measure until the fire watch is established and in place. Once this period exceeds two (2) hours, the owner will be billed for the required fire department personnel to maintain the fire watches at the current hourly rate of \$65.00 per hour/per person until the owners fire watch personnel are in place. This is not to imply that a fire suppression company will await the arrival of a building representative during a confirmed malfunctioning alarm.

#### **Cancellation of Fire Watch:**

It is the owners' responsibility to request the "fire watch" be discontinued once the fire protection system has been fully restored or the hazardous situation has been abated. If the owner has received a "Notice of Violation", a re-inspection must be requested through the Office of the Fire Marshal prior to the removal of the fire watch. The fire watch shall not be discontinued until the fire department provides written authorization to stop or discontinue it. This will require a follow-up inspection by the fire inspector to verify that the impairment, hazard, or other condition has been abated. Requests can be made to the same contact numbers listed previously.

Random inspections may occur by fire inspectors to ensure that all of the above provisions have been implemented and are being maintained

***Note:***

***The DC Fire & EMS Department, Office of the Fire Marshal recognizes NFPA 25, Inspection, Testing and Maintenance of Water-Based Fire Protection Systems, and does not consider the testing and maintenance of fire protection systems to be an "outage" if the system is restored within four (4) hours, and/or the system remains in-service during the testing process.***

**SAMPLE**

**The ABC Management Company**

**1213 1<sup>st</sup> St. NW**

**Washington DC, 20023**

**Request for Fire Watch Approval**

**Chief Fire Marshal,**

The ABC Company has been made aware that our fire alarm system at 1213 1<sup>st</sup> St. NW is inoperative and has been placed out of service until repairs can be made. We have contacted the DEF Alarm Company, who is on 24 hours emergency response for our properties, and they have advised a part needed to repair the system will take 24 hours to have shipped and installed. We have immediately put our staff on a limited fire watch pending the arrival of our fire watch personnel from GHI Security Company. I submit the following plan for approval of our fire watch at this location.

1. The GHI Security Company has been retained to provide fire watch duties beginning immediately, and I have attached a copy of the contract to this plan. They have been in the business for 15 years and have provided fire watch personnel for many other properties.
2. The Alarm Company hopes to have the system repaired and placed back in service within 36 hours. We will make notification once the repairs are completed.
3. The GHI security personnel will be readily identifiable through the uniform worn by all of their officers.
4. The GHI personnel will have hand-held radios to communicate with each other directly.
5. The GHI personnel will all have cellular telephones to rapidly notify the fire department, and bull horns to notify all occupants of an emergency, should one occur.
6. The fire marshal has determined we will be required to have four fire watch personnel to perform these duties based on his inspector's evaluation of the building, its layout and consideration of other factors.

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7. The inspection routes will cover all areas of the building, and ensure that all areas are continuously monitored for fire conditions.
8. All personnel have been made aware of the building and its features, occupancy, fire extinguishers and fire safety features. The personnel being utilized are from GHI security, and have experience in performing fire watch duties.
9. The fire watch personnel will maintain a log book which will be maintained at the front desk of the building, and it will be utilized to document all activities.
10. I acknowledge that ABC Management fully understands that these guidelines must be adhered to as approved in this approval document, and if compliance is not maintained a significant monetary violation will be instituted.

I understand that the aforementioned guidelines must be adhered to as approved by the Fire Marshal, and if compliance is not maintained, the fire watch approval will be void and appropriate action will be taken in accordance with the International Fire Code (2006), and the District of Columbia Fire Code (2008 Ed).

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Contact Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please e-mail or fax this request back to me as soon as it is approved, as I am beginning to implement the plan in anticipation of its approval.

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Approved: January 31, 2013

