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			OPI:	OPERATIONS	
			REVIEW DATE:	July 21, 2018	
			Approving Authority	Quincy L. Booth, Director	
SUBJECT:		HOT WORK PROGRAM			
NUMBER:		2920.9C			
Attachments:		Attachments A- Hot Work Permit Attachment B – Hot Work Warning Sign Attachment C – DCFDEMS Firewatch and Guidelines and Implementation Procedures			

SUMMARY OF CHANGES:

Section	Change
Revisions	<i>Minor revisions throughout the policy. Attachment C was changed to "DCFDEMS Firewatch and Guidelines and Implementation Procedures".</i>

APPROVED:



Quincy L. Booth, Director

7/21/2017

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) and the Correctional Treatment Facility (CTF) comply 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- a. **Directives Rescinded**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 2920.9B Hot Work Program (4/26/16)
- b. **Directives Referenced**
 - 1) PP 5022.1 Tool Control
 - 2) SOP 2920.1E-13 Fire Safety Inspections and Abatement

4. AUTHORITY

- a. D.C. Code § 24-211.02, Powers; promulgation of rules
- b. Title 12H DCMR, D.C. Construction Codes Supplement of 2013 Fire Code;
- c. D.C. Code Title 6, Chapter 14, Construction Codes.
- d. DC Code Title 32 Chapter 11, Occupational Safety and Health
- e. Title 7 DCMR, Chapter 20, Occupational Safety and Health Program.

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5. STANDARDS REFERENCED

- a. National Fire Protection Agency (NFPA) Codes: NFPA 51B Standard for Fire Prevention during Welding, Cutting, and other Hot Work; NFPA 1 Fire Code; and, NFPA 101 Life Safety Code;
- 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
- e. 29 C.F.R. 1910, Occupational Safety and Health Standards, Subpart L, Fire Protection, and Subpart Q, Welding, Cutting and Brazing.
- f. The International Code Council (ICC) 2012 International Fire Code (IFC).

6. NOTICE OF NON-DISCRIMINATION

- a. In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code §§ 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, 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.** The Hot Work Program will be forwarded whenever there is a need for brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing, welding or the use of heat guns in any DOC 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,

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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.
- 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 (FPS). In the absence of the FPS, permits or approvals may be obtained by the following staff persons:
 - 1) Maintenance Manager
 - 2) Deputy Maintenance Manager
- 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 FPS 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.

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- 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 FPS 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.
- 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;
 - 7) Any condition exists that could result in undue hazards if the work is performed; or
 - 8) Existence of electronic equipment, electrical wiring, fiber cable and other IT, telecom and network infrastructure.

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- h. *Reporting.* Any fire safety deficiencies (e.g., impairment or absence of appropriate sprinkler protection or fire extinguisher) must be reported as provided in SOP 2920.1E-13, Fire Safety Inspections and Abatement.

10. DEPARTMENT RESPONSIBILITIES

- a. The DOC 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.
- b. *Tool Control Officer and Maintenance Manager's Responsibilities.* The Tool Control Officer in conjunction with the Maintenance Manager shall:
- 1) Ensure that all Hot Work equipment is controlled using the tool control process in accordance with PP 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;

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- 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 FPS before operation commences.
 - 6) Ensure IT manager is informed and has taken all necessary precautions to safeguard IT, telecom and network infrastructures.
- 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;

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- 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 Protection 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.
- 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.

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Attachments

Attachment A Hot Work Permit
Attachment B Hot Work Warning Sign
Attachment C DCFDEMS Firewatch and Guidelines and Implementation Procedures

DOC/PP2920.9C/7/21/17



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 Protection 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 firefighting 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 Protection 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 Protection Specialist

Signature of Area/Job Supervisor

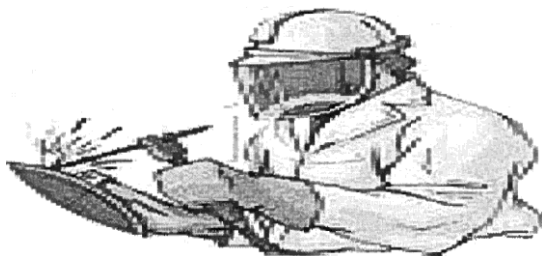
Signature of Welder(s)

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



DC FIRE & EMS DEPARTMENT FIRE PREVENTION DIVISION

Fire Watch Guidelines & Implementation Procedures

A 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 shall submit the plan for approval to the Office of the Fire Marshal, located at 1100 4th Street SW Suite E700, Washington, DC 20024 prior to the close of business. This plan may be faxed to 202-727-3238, attention the “Fire Marshal.” Any documents faxed should be preceded by a phone call to 202-727-1614. The business hours of the Fire Marshal 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’s representative on the scene.

Plans

The fire watch plan submitted for approval shall include, but not 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.
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.
3. Methods that will be utilized for identifying the fire watch personnel. The method of identification can be a 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 cell phones, direct connect, portable radios, etc.
5. Procedure to be used to rapidly notify the Fire Department and building occupants in the event of an emergency.

6. Number of personnel required to sufficiently conduct inspection of all affected areas of the building, and allow for employee breaks. Fire watch personnel shall check the building at least hourly. More frequent checks may be mandated if required by the Fire Marshal.
7. Special attention shall be paid to effected storage areas, janitor closets, utility spaces, basements, attics, penthouses, etc. and other normally unoccupied areas.
8. 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.
9. 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.
10. Provide method to be utilized to record history of fire watch activities. (Provide example of log book, inspection forms, etc.).
11. Plan shall include a written acknowledgement statement that indicates the building contact/responsible party understands that the guidelines must be adhered to as approved, appropriate action will be taken in accordance with IFC.

Owner’s Responsibility/Discontinuation of Fire Watch

It is the owner’s 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,” re-inspection must be requested through the Office of the Fire Marshal. The fire watch shall “not” be discontinued until the fire department provides written authorization to stop or discontinue it. Random checks may be made Fire Marshal personnel to ensure all of the above provisions are being complied with.

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 for (4) hours a fire watch is not required.