

JOHN JAY HOT WORK PROCEDURES SUMMARY

1. **The Torch Operator** is designated as the Responsible Person for hot work jobs and must have both the G-60 and F-60 Certificate of Fitness during operation, be trained and knowledgeable about the Hot Work Policy, which can be found in the Facilities Management Office located on L2.68 in the SOP binder. The torch operator must:

- a) Get a one-day valid authorization permit from Dominick Conte (at least 48 hours in advance if possible) indicating where the work will be performed.
- b) Use the pre-hot work checklist below to ensure that all safety features are in place.
- c) Shall ensure that a fire watch person is present as described below.
- d) Hot Work Authorization Form and Caution Hot Work signs are posted.
- e) PPE worn at all times during torch operations: flame resistant gloves, flame resistant apron, skull caps or helmets, and safety goggles.
- f) As necessary, informs Public Safety to take fire alarm systems offline and then to restore it when work is finished.

PRE-HOT WORK CHECKLIST must be performed each time before any hot-work operations begin. It consists of:

- FDNY permit, the Hot Work Authorization Permit AND “Hot Work involving a Flame Being Performed” is posted.
- At least **35 ft.** area of operations is clear of combustible /flammable items and gases.
- Noncombustible partitions, fire resistant covers or metal shields are used if there are exposed construction areas. Combustible floors are wet down or covered with fire-resistant sheet.
- Hot work area floors and walls are clear of combustibles.
- Sprinkler and other fire protection systems are not impaired.
- Work is not in a confined space, such as the tank in the pool room, Haaren Hall.
- Local exhaust ventilation is necessary and being used.
- Local exhaust ventilation is not necessary.
- Barriers are in place to prevent people from inadvertently entering into the area.
- LPG ≤ 100 lbs, CNG ≤ 381 SCF. A regulator must be installed.
- Acetylene** ≤ 1000 SCF. (Note: One standard size Acetylene container (12in. x 48.5in.) is approx. 420 SCF). No Copper tubing and no acetylene generators allowed. Regulator has to be ≤ 15 psi. The acetylene containers should have safety plugs installed on the top and the bottom of the containers.
- Oxygen** storage $\leq 1,500$ SCF (9.27 in. x 55.5 in cylinder is approx. 307 SCF).
- Regularly check the gas containers to ensure they are safely stored and operating properly. Any oxygen container has to be separated from any flammable gas container(s) or combustible materials by **20 ft.**
- Only one torch can be used at a time in a single hot work area.

Fire Guard's Log for Hot Work

Date: _____

The Fire Guard must have both the G-60 and F-60 Certificate of Fitness designations and must have a copy of his certificate on his person during operation, be trained and knowledgeable about the Hot Work Policy, which can be found in the Facilities Management Office located on L2.68 in the SOP binder. The fire guard must:

- a) Inspect the exposed areas to check for combustibles and keep continuous watch of the torch operations and must know how to use an extinguisher if there is a fire.
- b) Inspect the area initially, at one-half hour after completion of work, followed-up by another inspection at one-half hour later.
- c) If the work area is elevated, then a fire guard must also be assigned for the level below.
- d) Complete the Fire Guard Inspection Log below for each operation and post in the Plumber Shop, L3.79.
 - Enter a check for each item after verifying it for compliance in each active hot work area. If an item is not compliant and the competent person designated for this hot work operation or the fire guard cannot correct it, then no hot work may proceed in the area and must be notified.
 - Notify personnel of any and all incidents that occur. Fires of all sizes must be reported, even if they are immediately extinguished. If a fire cannot be extinguished immediately, contact emergency services (e.g. 911) directly.
 - Report any fires related to hot work operations in the comments section of this log.

WORK AREA	<i>Before beginning and while performing hot work</i>						<i>After completing hot work</i>
	PERMIT	INCIDENT REPORTING	FIRE EXTINGUISHER	COMBUSTIBLES	FLAMMABLES	FIRE GUARD	POST-WORK CHECK
Location of active hot work area.	Posted by fire guard at work area?	Radio or phone on hand to notify personnel in case of incident?	At least a 2-A:20-B:C rating fire extinguisher within 30 ft. from work area? (a minimum 3-A:40-B:C rating fire extinguisher on torch-applied roofing).	Wood, cardboard, & other combustibles within 35' to work area? Blankets protecting gas bottles in use?	Gas, fuel, and other flammables no closer than 35' to work area?	Fire guard has an unobstructed line of sight?	Area checked 30 minutes after completion of work? Area checked 1 hour after completion of work?

Comments:

Name: _____	Signature: _____
Fire Guard Certificate of Fitness Number: _____	Expiration Date: _____