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| **CAL-HS-PD-0812** |
| **Hot Work Fire Prevention** |
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| **Procedure** |
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| Revision History | | | | | |
| This document should be reviewed at least every 12 months to maintain its effectiveness.  Record the details of any changes made as a result of these reviews in the table below: | | | | | |
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# PURPOSE

1. To prevent fires starting.
2. To promptly detect fires which may have started.
3. To warn all exposed persons of a fire.
4. To evacuate all persons from the area of a fire, once started.
5. To alert the appropriate emergency services.
6. To control the fire until the arrival of the emergency services.

# APPOINTED PERSON

1. The Principal Contractor will appoint one or more persons to control the conduct of all hot work.
2. The Appointed Person will normally be the PC’s site supervisor.
3. A person of equal competence may be appointed from time to time.
4. The person appointed will not be an employee of the contractor or sub-contractor carrying out hot work.
5. Those contractors and sub-contractors carrying out hot work will be advised of the name of the Appointed Person.

# DUTIES OF THE APPOINTED PERSON

1. The Appointed Person will:

* authorise the commencement of all hot work.
* issue authorisations for a set period or for the duration of a task, at his discretion.
* personally, accompanied by the hot work contractor’s supervisor or employee, check the area where the hot work is to take place.
* identify all potential ignition sources and assess their control, removing them where possible.
* ensure that adequate and operational fire equipment is immediately to hand at the site or sites of hot work.
* ensure that all those charged with firefighting have been trained.
* ensure that an effective fire alarm system is in place. Verbal communication may be used where appropriate.
* ensure that all persons in the potential fire area are familiar with the alarm and the emergency procedure.

# DUTIES OF THOSE UNDERTAKING HOTWORK

1. Those undertaking hot work will:

* co-operate with the A.P. in identifying ignition sources and control measures.
* comply with the instructions of the A.P.
* have fire fighting equipment at hand. This will normally be a fire extinguisher and ensure it is the correct type for the work being undertaken.
* maintain a fire watch when hot work is in progress.
* immediately raise the alarm if a fire starts, regardless of the size or nature of the fire.
* inform the A.P. of any fire.
* maintain all fire appliances at the hot work site.
* be trained in the use of all fire appliances provided.
* be familiar with the emergency procedures.
* fight the fire if it is safe to do so and back up is available.
* cease all hot work at least 1 hour before end of shift, or at such other period specified by the A.P.

1. No fire will ever be fought by a lone worker.

# FIRE WATCH

1. A fire watch will be maintained by those undertaking hot work for the period specified by the A.P.
2. One or more persons immediately at the scene of the hot work will maintain the fire watch.
3. Before leaving the hot work scene at the end of shift, the hot works supervisor or operative will physically and diligently check the area where hot work has taken place.

# COMPLETION OF WORKS

1. Where hot works have been completed, or at the end of shift, the hot works supervisor or operative will report to the A.P., or the Principal Contractor’s Site Supervisor, that works are complete, that the fire watch has been completed and that the area has been checked and is free from fire. Where the appropriate person is not on site, the report may be made by telephone.
2. The A.P. or PC’s Site Supervisor will give a final physical check to the hot work area before leaving site.

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