



<b>Policy Number:</b>	<b>5.13</b>	<b>Original Date Issued:</b>	February 12, 2001
<b>Section:</b>	Fire Prevention Management	<b>Date Reviewed:</b>	July 18, 2012
<b>Title:</b>	Hot Work Permits	<b>Date Revised:</b>	July 18, 2012
<b>Regulatory Agency:</b>	TJC		

**I. POLICY**

Children's Healthcare of Atlanta maintains a process for the prevention of fire due to "hot work" being conducted on Children's properties.

In light of emerging technology and to reduce the opportunity for fire outbreak, it is the policy at Children's for all projects that have the option of using any alternative, permissible by code, to on-site hot work (e.g., pre-fabrication, on-site Propress) shall use the alternative to on-site hot work. Any exception to this policy must be approved by the Director of Facilities, or their designee, for that location. Written documentation of that approval should be kept in the job file and with the hot work permit (copy).

**Background:**

Hot work is work that involves cutting, torches, arc welding, brazing, soldering, and grinding or work which results in the creation of open flames, molten metal, or sparks. Hot work introduces hazards that must be controlled. The principle hazard associated with portable hot work equipment is the introduction of unauthorized ignition sources into random areas of the facility. Temperatures sufficient to start fires or ignite explosive materials may come from a number of sources including: the open flame of a torch, metals being welded or cut, molten slag or metal that flows from the work, sparks that fly from the work, an improperly handled soldering iron, or improperly applied grounding clamps during electric arc welding.

**Links to policy "[Interim Life Safety Assessment EOC 5.11](#)"**

**II. SCOPE:**

Egleston, Scottish Rite, the Park, the Neighborhood locations and all other Children's Healthcare of Atlanta facilities.

**III. PROCEDURE**

1. The Facilities Project Manager should request approval from the Director of Facilities, or their designee, for the use of hot work for the overall project if required by code or if no other option exists. If the Director of Facilities, or designee, conditionally approves the use of hot work, proceed to next step.

2. The Engineering Manager, Engineering Supervisor, or their designee must approve and permit all cutting, welding, or other hot work procedures. The Safety Manager, or their designee, must also approve and sign all hot work permits. This includes procedures performed by contractor personnel as well as Engineering staff.
3. A hot work permit has to be completed for each occurrence when hot work is conducted and must be kept available at the job site. Hot work permits must be completed on the same work day of scheduled work. For work scheduled to occur on weekends/holidays, hot work permits must be completed on the prior work day.
4. A current, properly tagged and inspected fire extinguisher must be at the hot work site at all times for use in an emergency.
5. Before a permit is issued, the Safety Manager, or designee, and Engineering Manager/Supervisor, or designee, should examine the location of the proposed work and ensure that precautions listed on the permit are taken. If all conditions are met, the issuer should sign the permit and give it to the person performing. **No work will be allowed without a properly signed permit at the job site.**
6. If work at a location continues for more than one shift, a new permit must be issued for each shift.