

# Unum

## SECTION 19

### Hot Work Safety Permit Policy & Procedure

#### Definition

Hot Work is defined as any welding, cutting, grinding or any other activity involving open flames, sparks or other ignition sources which may cause smoke or fire or which may trigger detection systems. This includes but is not limited to: Cutting, welding, brazing, torch soldering, high speed metal grinding, or use of an open flame.

Hot work is not permitted:

- Within 50 feet of explosives, stored cylinders, or stored fuel
- In the presence of a potentially explosive atmosphere

#### Purpose

To insure the safety of Unum employees, vendors and members of the general public and for the protection of Unum property. This shall be accomplished through the utilization of appropriate hot work practices and by determining fire potentials in areas where hot work is to be performed.

#### Hot Work Safety Permit

Hot work permits are required any time a contractor or subcontractor/trade needs to perform hot work for a project. If there are three different sub-contractors/trades performing hot work on one project, each sub-contractor/trade is responsible for obtaining a permit for their own work either through the General Contractor or the on-site entity to which the contractor is responsible.

A written permit form can be obtained from one of the following prior to starting any hot work.

- Unum Safety Manager
- Unum Project Manager
- Facilities Service Manager
- Lead Building Engineer
- Unum Director of Safety & Security
- Unum AVP of Corporate Real Estate

Once completed a copy of the approved permit will be provided to the approver of the work.

## **Job Schedule**

An on line job schedule must be filled out and issued 24 hours prior to any hot work.

## **Displaying the Hot Work Permit**

The hot work permit will be displayed in a visible location any time hot work is in progress. Failure to display this permit will result in an immediate stoppage of work. The Permit is valid only for the time period displayed on the hot work permit. Each new job will require a new permit.

## **Fire Watch**

A Fire Watch person will be stationed in the hot work area. The Fire Watch will monitor the work area to prevent the beginnings of potential, unwanted fires. The fire watch will only conduct those duties of the fire watch. The fire watch shall not provide assistance as a helper, supervisor, or any other task that may detract from the duties of a fire watch.

A Fire Watch is needed during the following types of hot work any time there is a high risk that a fire could start and:

- In a sprinklered building while the sprinkler system is impaired or deactivated.
- When there are combustible materials within 35 feet of the hot work area.
- When there are large amounts of combustible materials present, even if located more than 35 feet from the hot work area, but close enough to be ignited by a spark.

A fire watch is not necessary if the fire detection system remains activated and the scope of the Hot Work is such that a fire is unlikely.

The Fire Watch must have fire extinguishing equipment readily available appropriate to materials being used and be trained in its use. The Fire Watch must also be familiar with the procedures for sounding an alarm in the event of a fire.

The Fire Watch will watch for fires in all exposed areas and try to extinguish them, but only within the capacity of the equipment available. Otherwise, sound the alarm immediately.

## **Monitoring**

If there is a possibility that a smoldering fire may start, the Fire Watch will stay in the hot work area for 30 minutes after the hot work is completed, unless the fire detection system has been re-activated. The worker can then conduct clean up and close out procedures in that area during the 30 minutes monitoring period. Security Supervisor must be notified when the hot work is finished for the day, and provide a brief description of the location of the work that was done.

## **Permit Close Out**

At the completion of the hot work, inspect the work and surrounding areas for the possibility of smoldering or fire, assure that all hot work equipment has been removed from the area and, if appropriate, re-activate the fire detection system. If appropriate, notify the Safety Manager or Supervising Unum Employee that work has been completed. Complete the "When work is completed" portion of the checklist, and close the permit by signing at the bottom. Give closed permits to your Supervising Unum Employee and notify Security the work is completed. Give a brief description to Security of the location of the work that was done. All Hot Work Permits will be filed with the Safety Manager.

### **Permits that are issued for an extended duration the following procedures shall be followed.**

- Initial start of work call Security to notify that hot work will be in progress
- When hot work is completed for that day.
  - Call Security to notify that hot work has concluded for the day
- When hot has been completed for the issued permit follow the permit closeout procedure

## **Smoke and Fire Detectors/Alarms**

Shut-offs and re-starts will require a fire alarm disabling permit and will be coordinated through the Facility Department to include:

- Heat Detectors
- Smoke Detectors
- Duct Smoke Detectors

# Unum Hot Work Safety Permit (Safety Check List)

Required Equipment: (inspected and operational) (check all that apply)

- Glasses/Goggles
- Shield/Helmet
- Body Protection
- Gloves
- Hard Hat
- Respirator
- Ventilation
- Communication
- Air Monitoring
- Special Protection/Tools

Hot Work Precautions Checklist: Complete prior to any hot work beginning in an area not designed for hot work. Check in each box where the statement is true. If any statements are not true, then hot work should not begin until that issue has been safely resolved.

Before work begins:

- Fire extinguishers are available and operable.
  - Ensure that a separate fire extinguisher is brought to the work site. Do **NOT** take a permanently mounted extinguisher in the facility from its storage rack, except in case of fire.
- Flammable and ignitable materials and debris have been moved at least 35 feet from the hot work area or covered and protected with fire resistant material or else fire watch provided.
- Smoke/fire detectors/alarms in the immediate area of the hot work have been temporarily disabled and fire alarm disabling permit until the hot work is completed.

*Verified by Facility Services:* \_\_\_\_\_ (Signature)

- Adequate ventilation is being used (especially when welding/cutting materials with painted or metal coated surfaces) – See Safety Manager if any questions arise.

*Verified by Facility Services:* \_\_\_\_\_ (Signature)

- Building occupants have been protected or isolated from the hot work area (barricades).
- Cracks or holes in floors, walls, and ceilings (including ductwork) are covered or plugged.
- Welders have been protected from electrical hazards. Metal equipment and materials have been adequately grounded.
- Hot work equipment is operable and in good repair. Gas cylinders have been leak tested. Welding machines have been inspected.
- Drums, barrels, and tanks have been cleaned and purged of flammables and toxics, all tank feeds are closed, and tank is vented.
- Workers and Fire Watch have been trained in the use of equipment and how to sound alarm.
- Contractors know what to do and who to contact in the event of an emergency.

**Daily-Contact Security before Hot Work begins**

- Chattanooga Security: 423-294-1546
- Columbia Security: 803-213-2318
- Portland Security: 207-575-2755
- Worcester Security: 774-437-6435

**Daily-When Hot Work is completed/ when closing permit:**

- Inspected work area, and any potential effected surrounding areas, for fire, fire damage, or potential for fire.
- Reactivated smoke/fire detectors/alarms that were disabled because of hot work.
- Contact the on-duty Security Supervisor, and advise that work has been completed for the day.

**Unum Hot Work Safety Permit  
(Sign Off Sheet)**

Name of Contractor: \_\_\_\_\_

Type of Hot Work to be Performed: \_\_\_\_\_

Location of Work Area: \_\_\_\_\_ Is Fire Watch Required? YES \_\_\_ NO \_\_\_

Name of Fire Watch Personnel \_\_\_\_\_

Description of Job:  
\_\_\_\_\_

**Permit Issued:**

I verify the precautions checked on this permit have been taken to prevent fire and that the work has been authorized. The creation or discovery of any work induced hazards or other unforeseen, actual, apparent or potential hazards will be assessed and additional precautions taken, if necessary.

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time \_\_\_\_\_

**Supervising Unum Employee or Facilities Service Manager Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_ Time \_\_\_\_\_

**Permit Closed:**

I verify the close out procedure on this permit has been followed to prevent fire and work has been completed. The discovery of any work induced hazards or other unforeseen, actual, apparent or potential hazards have been assessed and properly reported to the Safety Manager.

Contractor Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time \_\_\_\_\_

**Supervising Unum Employee or Facilities Service Manager Signature:**

\_\_\_\_\_ Date: \_\_\_\_\_ Time \_\_\_\_\_