

HOT WORK PLAN FOR THE WOODS AT HIGHLAND PARK CONDOMINIUM

Project Name:

Location:

Date of Hot Work:

Time of Hot Work:

Assigned Supervisor:

Approved By:

Hot Work Permit Number:

1. DESCRIPTION OF HOT WORK TASK

- **Types of Work:** Welding, Cutting, Grinding, Brazing, etc.
 - **Work Location:** Identify the exact area within the condominium where the hot work will take place.
 - **Scope of Work:** A brief description of the task to be performed, including equipment being used and materials involved.
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2. SAFETY PRECAUTIONS

Hot Work Area Setup:

- **Isolate the Area:**
 - Ensure that the work area is clear of any combustible materials.
 - Create a 35-foot (10-meter) safety zone around the work area if possible.
 - If the 35-foot radius is not feasible, use fire-resistant barriers or blankets to shield adjacent areas.
- **Fire Watch:**
 - A qualified fire watch must be present during hot work and for 30 minutes to an hour after the work is completed.
 - The fire watch should have fire extinguishing equipment (fire extinguisher, fire hose, etc.) and be trained to use them.
 - The fire watch should always maintain a clear view of the work area.

Personal Protective Equipment (PPE):

- **Welding Helmet:** For eye protection.
- **Fire-Resistant Clothing:** No synthetic materials.
- **Gloves:** Flame-retardant gloves.
- **Face Shield/Protective Goggles:** For protection against sparks.
- **Hearing Protection:** If working with noisy equipment.
- **Respiratory Protection:** If fumes or hazardous dust may be present.

Ventilation:

- Ensure adequate ventilation to prevent the accumulation of hazardous fumes or gases.
 - Use local exhaust ventilation (LEV) systems, such as fume extractors, or open windows to ensure proper airflow.
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3. FIRE PROTECTION MEASURES

Fire Extinguishing Equipment:

- **Type of Fire Extinguishers:** Dry chemical or CO2 extinguishers (minimum of 2 units should be available).
- **Hose Lines:** If required, ensure a working fire hose is readily available.
- **Fire Blankets/Fire-Resistant Curtains:** To shield nearby areas from heat and sparks.

Emergency Procedures:

- **Evacuation Plan:** Outline how to evacuate the area in case of an emergency. Ensure all personnel know the nearest exits.
 - **Emergency Contacts:** List of fire department numbers, emergency medical services, and condominium management contacts.
 - **First Aid:** Ensure a first aid kit is available, and at least one worker is trained in first aid.
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4. PRE-HOT WORK INSPECTION

Equipment Check:

- **Inspect Tools and Equipment:** Ensure all welding/cutting tools are in good condition, free from defects, and meet safety standards.
- **Gas Equipment:** Ensure gas cylinders are secure, with no leaks.
- **Power Supply:** Verify electrical connections for safety.

Area Check:

- **No Flammable Materials:** Remove or cover any combustible materials in the area.
 - **Surrounding Structures:** Check adjacent units, walls, and ceilings for fire safety.
 - **Doors and Windows:** Ensure fire-rated doors and windows are closed.
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5. COMMUNICATION AND SIGNAGE

- **Signage:** Post "HOT WORK IN PROGRESS" signs at all entrances to the area.
 - **Notification to Residents:** Notify residents in advance about the hot work schedule.
 - **Radio Communication:** Ensure communication devices are available for the supervisor and fire watch.
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6. HOT WORK PROCEDURE

- **Pre-Work Briefing:** Conduct a briefing to ensure all personnel are aware of the safety protocols and emergency procedures.
 - **Perform the Work:** Conduct the hot work according to standard operating procedures.
 - **Monitoring:** The supervisor and fire watch should continuously monitor the area during the work.
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7. POST-HOT WORK INSPECTION

- **Inspection:** After the work is completed, the supervisor must inspect the area to ensure there are no hidden sparks or embers that could lead to a fire.
- **Fire Watch:** Fire watch should stay in the area for at least 30 minutes after the completion of the task.
- **Clearance:** The supervisor should authorize the removal of fire watches and the resumption of normal operations once it is confirmed safe.

8. HOT WORK PERMIT LOG

Date	Time	Task Performed	Permit Issued By	Work Completed	Signature of Supervisor	Fire Watch Signature
[Date]	[Time]	[Task Description]	[Name]	Yes/No	[Supervisor's Name]	[Fire Watch's Name]

9. SIGNATURES AND APPROVAL

- **Permit Issuer's Signature:**
- **Hot Work Supervisor's Signature:**
- **Fire Watch's Signature:**
- **Date:**