HOT WORK/WELDING POLICY

<Organization Name> will take all necessary steps to ensure the health and safety of its employees who work with flammable materials or perform hot work as part of their job duties. This policy will outline the requirements that must be satisfied according to the British Columbia *Occupational Health and Safety Regulation*, WorkSafeBC, the BC Fire Code, and any other relevant legislation.

Note: this is a general safety policy for work involving flammable materials; <Organization Name> will always take into account specifics regarding the types of work performed and equipment and materials to be used. <Organization Name> will amend and update its safety procedures as necessary to ensure employee safety.

DEFINITION  
  
"Hot Work" Refers to any kind of work which involves burning, welding, riveting, grinding, using fire or spark producing tools, or other work that produces a source of ignition.  
  
POLICY

In accordance with the British Columbia *Occupational Health and Safety Regulation*, WorkSafeBC, and the BC Fire Code, <Organization Name> will take all reasonably practicable steps to prevent the outbreak of fire or fire hazards at the workplace and to provide effective means to protect workers from any fire hazard that may occur as a result of performing hot work.   
  
Employer Responsibilities

<Organization Name> will ensure:

* Only employees who have been sufficiently trained and have been informed about this policy and hot work safety procedures are assigned tasks involving hot work.
* If necessary, hot work permits are to be provided to employees prior to the beginning of any hot work being performed.
* At least one fire extinguisher of a suitable type and capacity is made available at the work location where hot work (E.g., welding, cutting etc) is being performed.
* Fire extinguisher locations are marked and made known to all employees.
* Regular inspections are performed in the work location where hot work is done.
* Hot work is only carried out in an area free of combustible and flammable contents, with walls, ceilings and floors of noncombustible construction or lined with noncombustible materials, if possible.
* When there is a possibility of sparks or open flames reaching combustible materials in areas adjacent to the area where hot work is carried out, openings in walls, floors or ceilings shall be covered or closed to prevent the passage of sparks or open flames to such adjacent areas.
* Any process or activity that produces flammable gases or vapours, combustible dusts or combustible fibres in quantities sufficient to create a fire or explosion hazard shall be interrupted and the hazardous conditions shall be removed before any hot work is carried out.
* Hot work shall not be performed on containers, equipment, or piping containing flammable liquids, combustible liquids or dangerous goods classified as flammable gases unless appropriate safety measures are taken.
* Any combustible and flammable material, dust or residue shall be removed from the area where hot work is carried out, and/or protected against ignition by the use of noncombustible materials.
* If necessary, a trained fire watch person is assigned to continuously examine the hot work area(s) for ignition of combustible materials.
* All hot work equipment is maintained in good working order and any reports of defects are addressed immediately. Hot work equipment must be repaired or replaced prior to usage.
* Appropriate personal protective equipment, such as eye protection and fire-resistant clothing is provided and reinforced to employees while performing hot work.
* The hot work area must be inspected after the work is complete to ensure that there are no smouldering materials or fires.
* The employer shall provide and require workers to wear fire resistant outer clothing if they are at risk of skin injuries from fire or explosion. Fire resistant clothing must meet the approved industry standard and be appropriate to the risk.
* The employer will not permit or require any hot work to be performed on any material that has been cleaned with a flammable or combustible substance until the potential fire hazard has been effectively eliminated or reduced.

Employee Responsibilities

* Hot work equipment must be inspected and examined for leakage or defects prior to each use.
* Recently welded or flame cut work must be marked "HOT" or effectively guarded to prevent contact by a worker, if a worker not directly involved in the hot work is likely to enter the work area.
* Electric hot work equipment shall be de-energized when not in use.
* Smoking shall be prohibited in and around any work area involving hot work.
* All flammable materials must be removed or properly protected from the hot work area.
* Employees must not use open flames in a work area where flammable substances are stored, handled, processed or used.
* All employees are to follow manufacturer’s instructions in the use, care, storage, inspection and maintenance of all hot work equipment and flammable materials.
* Employees must ensure that all flammable materials and substances are kept away from possible sources of ignition and are not exposed to cross contamination with any other substances.
* Employees must ensure that they are wearing appropriate personal protective equipment such as eye-protectors and fire resistant clothing at all times where necessary and that their clothing/PPE is not contaminated with a flammable substance.
* Employees must ensure that they are aware of all safety procedures and emergency protocol(s) while performing hot work.
* Employees must prioritise their own safety precautions and the safety precautions related to their team and the general environment.
* Employees must ensure that flammable substances are not at risk of ignition in hazardous locations.
* Employees should never perform hot work in hazardous locations or in explosive atmospheres.
* Employees must ensure that compressed or liquefied gas containers are used, handled, stored and transported in accordance with the manufacturer’s specifications.
* Employees must ensure that sparks, flames or other sources of ignition are not allowed to come in contact with gas cylinders, regulators or hoses of a compressed or liquefied gas system.
* Employees must take all reasonable precautions to prevent damage to their PPE or any company equipment.
* Employees must ensure that all necessary safety equipment and safeguards are in place prior to beginning work.