



Weekly Safety Meeting

Your Safety Is Our Business®

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Safe Hot Work Procedure

Hot work may include spark and high heat producing job tasks such as grinding, welding, soldering, thermal or oxygen cutting, and heating. Advanced planning and safe work procedures help prevent workplace fires caused by hot works activities. Grinders use powered rotating attachments to work metal and other materials. Bench grinders are mounted to a bench or tabletop while pedestal grinders are mounted to the floor on a pedestal. With an abrasive, wire brush, or buffing wheel attachment, grinders sharpen tools and shape, clean, or polish metal pieces.

Whenever possible, hot work activities should take place in designated areas designed to accommodate sparks and high heat safely. Hot work areas should be labeled with warning signs. They should be isolated from flammable and combustible materials and protected with welding and warning screens that limit access. They need a solid, flame-proof floor with no cracks or openings and adequate ventilation.

Pre-Planning

- Identify existing and potential hazards.
- Eliminate or control these hazards.

Safety Precautions

- Physically isolating the work space from surrounding areas;
- Moving combustible materials away from the welding area;
- Ensuring approved equipment is used (torches, valves, regulators, etc.);
- Making sure that equipment is in good condition;
- Testing fire sprinklers to make sure they are working; and
- Controlling possible ignition sources.

Personal Protective Equipment

Appropriate personal protective equipment (PPE) must be selected to protect workers from these hazards.

The specific PPE requirements depend on the hazard assessment and may include:

- Respiratory protection;
- Eye protection;
- Protective clothing;
- Foot protection; and/or
- Hand protection



Hot Work Permits

In circumstances where hot work cannot be moved to a designated safe location, you may need to complete a hot work permit. This includes an assessment of specific hazards and the steps being taken to reduce them.

A Hot Work Permit typically includes:

- Potential Hazards (e.g., electrical, mechanical, etc.);
- Procedures/Precautions (e.g., ventilation, communication, sprinkler check, etc.);
- Safety Equipment (e.g., eye protection, respirators, fire extinguisher, etc.);
- Space Prep Isolation (i.e., what was done to prepare the space prior to work);
- Special Tools (e.g., lighting, non-sparking tools, etc.); and
- Special Work (i.e., extra safety procedures that will be observed.)

Fire Watch

When there is a possible fire hazard present that cannot be effectively controlled or eliminated, a person will be appointed to monitor safety. This individual will have the appropriate type of fire extinguisher on hand at all times.

The person who has been assigned to be the fire watch:

- Must have no other responsibilities;
- Must have appropriate equipment and training;
- Must be able to view all areas where a fire may occur;
- Is responsible for sounding the alarm and calling the fire department;
- Has the authority to stop hot work if an unsafe condition arises; and
- Should only attempt to put out a fire when he/she can do so without injury.

Welding is a routine job on many worksites. However, this common task has hazards that can result in serious injury and property damage. Bystanders, as well as workers involved directly with welding, can be affected. It is important for everyone to have a basic knowledge of welding hazards.

Ignoring a warning can cause much mourning!!!



Safety Meeting Sign-In Sheet

Supervisor:	Subject:
Location:	Date:
Conducted By:	Trainer Signature:

Name (print clearly)	Signature	Comments / Safety Concerns / Training Requests