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EXECUTIVE ORDER



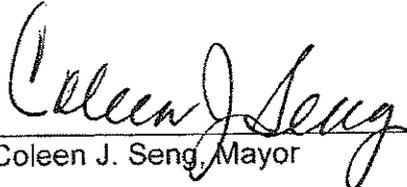
NO. 074624

BY VIRTUE OF THE AUTHORITY VESTED IN ME by the Charter of the City of Lincoln, Nebraska:

I hereby approve and accept on behalf of the City of Lincoln the attached Hot Work Safety Policy that was recommended by the City's property insurance carrier, and was reviewed and approved by the City-wide Safety Committee.

The City Clerk is hereby directed to return one fully executed original of this executive order and a copy of the policy to Bill Kostner in the Risk Management Division of the Personnel Department to transmit to all City departments.

Dated this 31<sup>st</sup> day of October, 2005.

  
Coleen J. Seng, Mayor

Approved as to Form & Legality:

  
Assistant City Attorney

Approved:

  
Don Taute, Personnel Director

  
Don Herz, Finance Director

# **City of Lincoln**

## **Hot Work Safety Policy**

### **PURPOSE**

The purpose of this policy is to prevent fires caused by hot work and to promote safe facility practices among all City employees and outside contractors. Information relied upon in this policy are the generally accepted standards for safe facility practices as identified by the City's property insurance carrier.

### **OBJECTIVES**

The objectives of this policy are to establish a written program outlining minimum guidelines for the use of hot work. This written program will address the following elements:

- I. What is hot work?
- II. Is there another effective alternative to hot work?
- III. Preparing the area for hot work
- IV. Making sure that both fire protection and hot work equipment works properly.
- V. Conducting a fire watch.
- VI. Managing outside contractors.

### **RESPONSIBILITIES**

• **Department Heads Have the Responsibility to:**

Implement this hot work policy by:

- A. Directing all supervisors and employees to endorse and comply with this policy.
- B. Ensuring the safe handling of hot work, in compliance with this policy.
- D. Enforcing compliance with this policy.

• **Supervisors Have the Responsibility to:**

- A. Identify and train employees in the proper use of this policy.
- B. Ensure that all outside contractors comply with this safety policy.
- C. Require and enforce compliance with this policy.

• **Employees Have the Responsibility to:**

- A. Understand their assigned tasks relating to hot work.

B. Comply with the directives of this policy.

• **Risk Management Has the Responsibility to:**

A. Train appropriate employees in the City's Hot Work Safety Policy.

B. Audit each department's compliance with this policy on an annual basis.

C. Track and document reported property losses due to hot work.

This policy will consist of the following sections:

**I. What is Hot Work?**

Hot work is any operation that produces flames, sparks or heat. Cutting, welding, brazing, grinding, sawing, soldering, thawing frozen pipes, applying roof covering, and using a plumbers torch are all examples of hot work.

The purpose of this policy is to prevent sparks and other molten materials from attaching to other combustible materials, thereby creating a fire hazard.

**II. Is there another effective alternative to Hot Work?**

Before entering into the use of hot work practices, employees and supervisors should consider the effectiveness of equally effective methods, if any, to join, trim, sever, grind, etc., materials without compromising the physical integrity of the material.

If there are no suitable alternatives, then hot work may be necessary and/or required.

**III. Preparing the area for Hot Work**

In preparation for completing hot work, an area of **35 feet, in all directions, from the hot work site**, must be kept clear of combustible materials. This requires the following:

- That all flammable/combustible materials be removed
- That combustible flooring be covered or blocked
- That oil and other lubricants be removed
- That combustible storage that cannot be removed be covered or shielded
- That any openings in floors, walls or openings into duct work be covered or shielded
- Ensure that all shields or covering equipment is fire safe
- Ensure that all fire and entry/exit doors are closed

**IV. Make certain that both fire protection and hot work equipment works properly.**

Before starting on any hot work project, be certain that fire protection equipment such as sprinkler hoses, fire hoses and fire extinguishers are available, are in service for use and

are operating properly.

Likewise, it is important to be sure that the hot work equipment, be it a grinder, cutting, heating or brazing tool, etc., be in proper working order. The operator should feel confident of his or her ability to use this equipment in a safe manner, or seek further training or information.

## **V. Conducting a fire watch.**

When initiating a hot work project, be sure to have at least one other employee in the area, beyond the one employee using the hot work, so that they may sound the fire alarm, use a fire extinguisher or to use a fire hose if a fire starts up.

An employee must monitor the area of hot work for at least one (1) hour following the use of hot work equipment. This can be accomplished by working in the area and looking out for any fire that may start up.

Hot work area should be further monitored for an additional two (2 ) hours after the hot work is completed by more indirect means such as an automatic smoke detection system, guard service or other employees working in the area.

Because of this requirement, designed to catch the latent fire that can occur after hours, it is important that hot work, if at all possible, not be scheduled at the end of the day, unless it is an emergency issue or unless there is shift work that will allow the 1 hour monitoring and 2 additional hours of followup monitoring.

## **VI. Managing outside contractors.**

When using outside contractor for hot work, it is important to note the following:

- Require contractual wording that they will comply with the City's hot work policy and that they will comply with this policy.
- Supply a copy of this policy to contractors, if needed and document that this policy was in fact provided, and to whom.
- Make certain that contractors can demonstrate proficiency in the City's Hot Work Safety policy and that other safety practices such as personal protective equipment and equipment operation are completed properly.

**Questions regarding this policy will be addressed by :**

**Risk Management Division  
Personnel Department  
233 South 10th Street, Room 210  
Lincoln, NE 68508  
(402) 441-7671**