

Hot Work Checklist

Hot Work to be defined as any work that can give off a source of ignition, or that in any way can start a fire. Be sure to check the following:

- ✓ The Project Officer has notified the Safety Unit 48 Hours prior to the start of any and all Hot Work. Notification to Director and SCA Safety Inspector.
- ✓ Job Meeting with the following set up:
 - SCA Safety Officer
 - SCA Project Officer
 - GC Designated Competent Site Supervisor
 - Licensed Welder, the torch operator
 - Fire Guard(s)
 - Site Safety Manager or Safety Coordinator if applicable.
 - Forman or Site Supervisor
- ✓ The following is checked:
 - Masonry or any anchors or accessories welded or mechanically fastened
 - Conditions that could result in hot work at later date are considered
 - Location of work and potential exposures are explored
 - Installation and size of fire blankets are appropriate
 - Participants are aware that if fire is found, they should notify FDNY via 911 before attempting to extinguish
 - Participants are aware of the location of fire suppression equipment
 - Leaves and combustible debris are removed from sidewalk shed.
 - Scaffold and Components - scaffold and sidewalk shed planks can harbor slag for hours
 - Vertical debris netting is REQUIRED to be fire retardant.
 - Combustible building materials must be stored properly and removed from welding areas
 - Ensure that scaffold stair tower and second means of egress meet the minimum criteria.
 - Roof access via stairs
- ✓ OSHA, SCA, NYC DOB, FDNY minimum standards are met
 - Welders: NYC DOB issued welding license
 - Fire Guard Persons: FDNY Certificate of fitness
 - Roofers: citywide permit
- ✓ School Occupancy
 - Only custodial staff to be in building
 - Ensure that GC PM and SCA PO have coordinated with principal as to regular and after hours school programs. NO WELDING OR BURNING OR OPEN FLAME ON SCHOOL SITE WHILE CHILDREN OR TEACHERS ARE IN SCHOOL.
 - Method of notification between custodial staff and contractor in the event of an emergency.
- ✓ Required on Site Documentation
 - Fire guard logs maintained and readily available on site.
 - SCA Pre Hot Work Inspection record.
 - Once a week hot work tool box meeting while such work ongoing
 - Fire protection and evacuation plan
 - Records of routine fire suppression equipment maintenance and inspection.
- ✓ Fire Guard Person
 - Knowledge of Fire Blankets and suppression equipment
 - Responsible to notify employer of the need for correct Fire Protection accessories and equipment if lacking
 - If new to Job, must attend orientation meeting and be familiar with log procedure
 - Must be familiar with job specific exposures and concerns
 - FDNY Notification, Must Have cell phone and call 911 before attempting to extinguish fire.
- ✓ Fire equipment present at immediate work site.
- ✓ Fire Guard
 - Inspect at least 2 hours after welding or cutting work is complete as per FDNY requirements.
 - Fire watch is ONLY duty of Fire Guard
 - Every floor below the work is a possible exposure
 - Remove combustible material before allowing work to start
 - Notify FDNY when required