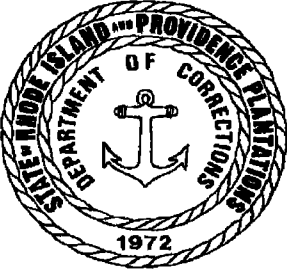


# RHODE ISLAND DEPARTMENT OF CORRECTIONS POLICY AND PROCEDURE

	<b>POLICY NUMBER:</b> 10.09-3 DOC	<b>EFFECTIVE DATE:</b> 06/16/03	<b>PAGE 1 OF 5</b>
	<b>REPEALS:</b> 10.09-2 DOC	<b>DIRECTOR:</b> <span style="float: right; font-size: small;">Please use BLUE ink.</span> <div style="font-family: cursive; font-size: 1.5em; text-align: center;">Arthur T. Wall II</div>	
<b>SECTION:</b> SAFETY AND EMERGENCY PROCEDURES		<b>SUBJECT:</b> HOT WORK	
<b>AUTHORITY:</b> Rhode Island General Laws (RIGL) § 42-56-10 (22), Powers of the director			
<b>REFERENCES:</b> OSHA 29 CFR 1910.251; OSHA 29 CFR 1910.252; ACA Standard 3-4199 M (fire prevention regulations)			
<b>INMATE / PUBLIC ACCESS?</b>		<input checked="" type="checkbox"/> YES	
<b>AVAILABLE IN SPANISH?</b>		<input checked="" type="checkbox"/> NO	

**I. PURPOSE:**

To establish procedures for the safe use and operation of open flames and spark-producing equipment by Rhode Island Department of Corrections (RIDOC) staff and contractors.

**II. POLICY:**

RIDOC establishes and enforces rules, regulations, and procedures to ensure its staff and contractors safely use open flames and spark-producing equipment and follow overall safety precautions when working in RIDOC facilities.

III. PROCEDURES:

A. Hot Work Permit

A Hot Work Permit (Attachment 1), issued by RIDOC's Maintenance Superintendents or Supervisors, is required prior to the commencement of work requiring the use of a cutting torch, welding, brazing, soldering equipment, or other spark or slag producing process by RIDOC employees or contractors. The Hot Work Permit is to remain on site until the completion of hot work.

B. Required Safety Precautions for Hot Work Assignments

1. Two (2) fire extinguishers of suitable type must be in the immediate work area whenever any person (RIDOC employee or contractor) is performing hot work.
2. A fire watch is required during hot work and for thirty (30) minutes after completion of the work. Individuals (RIDOC Facilities and Maintenance employees or Correctional Officers together with outside contractors), designated as the fire watch, are required from start of the hot work and remain thirty (30) minutes after the completion of such work.
3. The person performing the hot work ensures:
  - a. Walkways are kept clear of welding leads, burning hoses, and other equipment not in use;
  - b. All leads, grounds, clamps, torches, and cylinders are inspected before use to ensure all fittings, couplings, and connections are tight and tanks are secured;
  - c. Proper ventilation is provided in the work area to assure smoke and fumes do not concentrate in the work area;
  - d. All exposed combustible and flammable material, near and below these operations, is removed or covered with fire resistant material;
  - e. All hoses and leads are inspected frequently and replaced as necessary; and

- f. Whenever welding, cutting, or heating is performed on walls, floors, or ceilings, adequate precautions (additional fire watch) are taken on the opposite side of the wall, floor, or ceiling, since direct penetration of sparks or heat transfer may introduce a fire hazard to the adjacent area.
4. For major construction projects in buildings not occupied by inmates, staff, or visitors (except for contractors and inspectors) and not presenting fire exposure problems to occupied buildings, a Hot Work Permit may be issued on a monthly basis to cover the project.
  - a. Accurate log books must be maintained by the contractor's site supervisor for review at any time by RIDOC, State, or fire officials.

C. Fire Alarm Panels/Smoke Detectors

1. RIDOC's Fire Safety Technician is notified by person(s) performing the hot work prior to the start of the hot work, for deactivating smoke detectors and disabling fire alarm panels, if needed. Smoke detectors are deactivated only to prevent false alarms.
2. RIDOC's Fire Safety Technician is notified at the completion of all hot work to reactivate fire alarm panels and smoke detectors.

D. Responsibilities

1. RIDOC Maintenance Superintendents and Supervisors:
  - a. Train employees under their supervision in the potential fire hazards associated with hot work to ensure proper safety practices are used;
  - b. Issue Hot Work Permits prior to assigning work;
  - c. Ensure Hot Work Permits (sample at Attachment 1) are acquired for all work involving open flames or spark-producing tools; all fire prevention procedures and precautions are followed for the protection of people and property, including deactivation of fire alarm systems, if necessary; a 30-minute fire watch is maintained at the completion of all hot work assignments.

- d. Ensure contractors/employees follow all requirements of this policy and procedures and are cognizant of their responsibilities.
  - e. Prohibit contractors from performing hot work processes, unless signature has been obtained on the Hot Work Permit, through the Maintenance Superintendent or Supervisor or designee.
2. Facilities and Maintenance Employees:
- a. Work in a safe manner and follow all safety and fire safety precautions as trained by Superintendent/Supervisor.
  - b. Initial the Hot Work Permit prior to the start of work. Upon completion of the assignment, the employee signs the Hot Work Permit to certify that s/he has maintained a 30-minute fire watch and, if necessary, the alarm has been reactivated.
3. Fire Safety Technician:
- a. Deactivates/activates fire alarm systems, when required.
  - b. Evaluates area for fire hazards when Superintendents or Supervisors require inspections and ensures required suppression equipment is on site.
  - c. Notifies Facilities and Maintenance Office staff of alarm system/suppression system status.
  - d. Notifies the Shift Commander or designee of system status, time frame, and special requirements to maintain protection.
  - e. Reviews, initials, and maintains a file of all Hot Work Permits issued.
  - f. Provides fire safety training for appropriate RIDOC Maintenance personnel, as requested.
4. Environmental Health Coordinator:
- a. Is available for consultation whenever unique safety precautions are required or special conditions exist; and

- b. Assists Fire Safety Technicians as needed.
5. Correctional Officers:
- a. Correctional Officers supervising outside contractors performing hot work maintain 30-minute fire watches, in collaboration with the outside contractors, at the completion of all hot work assignments.

