HOT WORK POLICY

Control ignition • Prevent fire • Protect people and property

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Revision	00	**Review Cycle**	Annual / as required

1. POLICY STATEMENT

Material Mart will control hot work to prevent fire, explosion, burns, fume exposure and damage to people, property and the environment. Hot work shall be carried out only by competent personnel using approved equipment and controls appropriate to the work location and hazards.

2. SCOPE & DEFINITION

Hot work includes welding, gas cutting, brazing, soldering, gouging, flame heating and grinding or other operations that generate flame, sparks, hot slag or sufficient heat to ignite combustible materials. This policy applies at Material Mart-controlled locations and customer/project sites.

3. HOT WORK AUTHORIZATION

- Where required by site rules or risk assessment, a valid hot-work permit shall be issued before work starts and shall apply only to the specified location, task and validity period.
- The work area shall be inspected for combustibles, flammable liquids/gases, hidden voids, combustible construction, nearby process hazards and persons who may be affected.
- Hot work in or near tanks, vessels, pits, confined spaces, process equipment or hazardous areas requires additional controls, isolation and authorization under the applicable site system.
- Where hot work can be moved to a designated workshop or safer controlled area, that option shall be preferred.

4. FIRE & EXPLOSION PREVENTION

1. Remove combustible materials from the spark/heat zone where practicable; otherwise protect them with suitable fire-resistant screens, blankets or barriers.
2. Protect openings, drains, ducts, cable trenches and areas below where sparks or molten metal could travel.
3. Provide suitable, accessible fire-extinguishing equipment and ensure persons undertaking the work know how to use it.
4. Appoint a fire watch where required by the permit/risk assessment. Fire watch duration after completion shall meet the permit, site and risk-assessment requirements.
5. Do not perform hot work where flammable vapour, combustible dust, leaking gas or an explosive atmosphere may be present unless the area has been made safe under an approved system.
6. Barricade the area and use welding screens to protect others from sparks, hot metal and arc radiation.

5. WELDING / CUTTING EQUIPMENT & GAS CYLINDERS

Item	Control
Gas Cylinders	Keep upright and secured; protect valves; separate from heat/impact; transport with suitable trolley; close valves when not in use.
Hoses / Regulators	Use correct service-rated equipment; inspect for damage/leaks; keep connections sound; do not use oil/grease on oxygen equipment.
Flashback Protection	Use appropriate flashback arrestors / non-return devices in accordance with equipment configuration and applicable requirements.

Electrical Welding	Use sound leads, holders and earthing/return connections; protect cables from damage and wet conditions; isolate defective equipment.
Ventilation	Provide natural or mechanical ventilation/extraction adequate for welding fumes, coating decomposition products and other airborne contaminants.
Housekeeping	Remove electrode stubs, hot slag and combustible waste; maintain clear access and prevent hot material from being left unattended.

6. PPE

Hot-work personnel shall use appropriate eye/face protection with the correct shade, safety glasses, welding gloves, flame-resistant clothing, safety footwear and additional hearing or respiratory protection as required by the risk assessment and SDS. Clothing contaminated with flammable substances shall not be worn for hot work.

7. COMPLETION & AREA HANDOVER

On completion, equipment shall be shut down and isolated, gas-cylinder valves closed, hot materials made safe and the area inspected for smouldering or hidden fire. Fire watch and post-work inspection shall continue for the duration stated by the permit/site rules or risk assessment before the area is released.

8. RESPONSIBILITIES & REVIEW

Permit Issuer / Site Authority	Confirm area conditions, isolations, fire controls and permit requirements where the site system assigns this role.
Supervisor / Site Lead	Verify competent personnel, equipment condition, PPE, ventilation, fire watch and compliance with the permit/JSA.
Hot-Work Operator	Inspect equipment, follow permit controls, protect others, maintain housekeeping and stop work if conditions change.
Fire Watch	Remain alert for ignition, keep fire equipment available, stop unsafe work and perform the required post-work monitoring.

This policy shall be reviewed annually and following any hot-work fire, significant near miss or change in applicable work requirements.

HOT WORK RULE: NO AUTHORIZATION / NO FIRE CONTROL / UNSAFE ATMOSPHERE = NO HOT WORK

Approved By	Dibyagyan Jena MATERIAL MART	**Designation**	Proprietor
Signature	_____ Proprietor	**Date**	24 October 2025