



HEALTH HOLDING

HAFER ALBATIN HEALTH  
CLUSTER  
MATERNITY AND  
CHILDREN HOSPITAL

<b>Department:</b>	Facility Management and Safety		
<b>Document:</b>	Multidisciplinary Policy and Procedure		
<b>Title:</b>	Welding and Hotwork Permit		
<b>Applies To:</b>	All MCH Staff		
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## 1. PURPOSE:

- 1.1 To established a safe working practices during welding and cutting operations.

## 2. DEFINITION:

### 2.1 Designated area:

- 2.1.1 A safe area where welding and cutting is authorized.

### 2.2 Fire watch:

- 2.2.1 Trained personnel who are in attendance during the entire cutting and welding operation and are immediately available to extinguish a fire or take other effective action if needed.

### 2.3 Hot work permit:

- 2.3.1 A special permit issued by the MCH safety department which authorized specific cutting or welding work at a specific location and time.

### 2.4 Welder:

- 2.4.1 Operator of electric or gas welding and cutting equipment.

## 3. POLICIES:

### 3.1 Maintenance and Engineering Department:

- 3.1.1 To ensure that the provision of this policy are understood and practiced by their employees specifically, the department should
  - 3.1.1.1 Determine if the work will be done in an area which contains or has the potential to contain combustible or other hazardous materials. Protect the combustibles in the area of operation using one of the following measures:
    - 3.1.1.1.1 Moving the work area to an area free of combustibles.
    - 3.1.1.1.2 Moving or shielding the combustibles.
    - 3.1.1.1.3 Scheduling the work during a time when the combustibles are not likely to be in the area.
  - 3.1.1.2 Obtain a Hot Work Permit from the Safety Officer for any work that is to be performed outside of a designated area.
  - 3.1.1.3 Ensure that workers are provided with and using proper safety equipment, including personal protective equipment and fire extinguishing equipment.
  - 3.1.1.4 Designate a fire watch when required.
  - 3.1.1.5 Ensure that the work area handover/final inspection will be done after ½ hour of job completion to locate possible hot spots or extinguish fires.

### 3.2 Safety officer:

- 3.2.1 Review and approve, in coordination with the Engineering and Maintenance Department, locations approved for welding and cutting activities (designated areas).
- 3.2.2 Maintain a list of designated areas.
- 3.2.3 Periodically inspect designated areas to be sure that conditions have not become unsafe for welding and/or cutting.



- 3.2.4 Issue Hot Work Permit for work being done outside of the designated areas, after the work area has been inspected.
- 3.2.5 Provide training for fire watches, and ensure that the proper fire fighting equipment is in working condition, and are available for standby personnel.
- 3.2.6 Suspend welding and cutting work if conditions become unsafe for the work being performed.
- 3.3 **Fire watch:**
  - 3.3.1 Be trained by the safety officer in the use of appropriate fire fighting equipment and how to notify appropriate personnel in the event of a fire.
  - 3.3.2 Correct or stop any conditions which may lead to a fire and report conditions to their department at the earliest opportunity.
  - 3.3.3 Monitor on both sides of the wall or floor the welding and cutting work and be on the alert for signs of a fire.
  - 3.3.4 Attempt to extinguish fires appropriate to the available equipment and level of training.
  - 3.3.5 Remain at the work site to monitor for smouldering fires while work is in progress and for at least thirty (30) minutes following job completion. If the fire watch must leave the work site, all cutting and welding work must stop.
- 3.4 **Welders:**
  - 3.4.1 Read and understand this policy.
  - 3.4.2 Check their equipment to ensure that it is in good working order.
  - 3.4.3 Use appropriate safety equipment, including eye and face protection, hand protection, body protection, head protection, hearing protection and respiratory protection, as needed.
  - 3.4.4 Obtain a Hot Work Permit for any work in non-designated areas.
  - 3.4.5 Avoid welding or cutting operations where conditions ARE NOT SAFE.
  - 3.4.6 Stop work when conditions change from those set when work was approved. If fire watch leave work site, operations must cease and the welder must remain at work site for one-half hour following job completion to monitor for fires.
  - 3.4.7 Be trained as deemed necessary by safety officer.

#### **4. PROCEDURES:**

- 4.1 **Working areas:**
  - 4.1.1 Designated area:
    - 4.1.1.1 Cutting and welding are permitted at any time in designated areas if conditions are appropriate and proper safety precautions are taken.
  - 4.1.2 Permit required areas:
    - 4.1.2.1 When welding or cutting work is to be done outside of a designated area, it is necessary to obtain a Hot Work Permit from safety officer before work can be started. Notification of job intent should be given at least forty-eight (48) hours in advance.

#### **5. MATERIALS AND EQUIPMENT:**

- 5.1 N/A

#### **6. RESPONSIBILITIES:**

- 6.1 Maintenance and Engineering Departments
- 6.2 Safety Officer
- 6.3 Welders/Fire watch

#### **7. APPENDICES:**

- 7.1 Hot Work Permit Form



## SAFETY DEPARTMENT HOT WORK PERMIT

Date: \_\_\_\_\_

**APPROVAL & AUTHORIZATION:** Hot-Work Permit issuance validity/duration MUST be **24 HOURS ONLY** as work conditions existing at the time of issuance. It expires on any changes in condition that may adversely affects safety in the work area. **HOT-WORK PERMIT** can be extended for another **24 HOURS VALIDITY, ONLY** if the same work condition is to be done. HOT-WORK PERMIT copy SHALL be made available in the Work Area.

Location of Hot Work: \_\_\_\_\_

Names of Person  
conducting work: \_\_\_\_\_

Description of Work: \_\_\_\_\_

**Work area must be inspected by the S&LP / EMD Engineer/Supervisor before issuance of Hot Work Permit.**

Describe source of ignition (e.g. acetylene torch, soldering, electric arc, etc.):  
\_\_\_\_\_  
\_\_\_\_\_**A. GENERAL SAFETY**

YES NO N/A

- ☐ ☐ ☐ - Welder, Fire Watch, and Supervisor familiar with Welding & Cutting Policy?
- ☐ ☐ ☐ - Welding and Cutting equipment is in good working condition?
- ☐ ☐ ☐ - Workers fitted with appropriate Personal Protective Equipment (PPE), and Fire Extinguishers?
- ☐ ☐ ☐ - Fire watch properly trained; knows location of appropriate fire fighting equipment and alarm?
- ☐ ☐ ☐ - Fire Protection equipment i.e. Sprinkler System, Fire Hose Cabinet Standpipes Is Operational?
- ☐ ☐ ☐ - Area within 35feet of work checked for the presence of combustible materials?
- ☐ ☐ ☐ - Combustible and flammables materials within 35feet of work removed or
- ☐ ☐ ☐ - Combustible & flammables materials protected with appropriate shields?
- ☐ ☐ ☐ - Floor, Walls and other openings covered?
- ☐ ☐ ☐ - Pipe lines or connections disconnected?

<b>Recommendation:</b>

**B. WORK ON WALLS / FLOORS / CEILINGS**

YES NO N/A

- ☐ ☐ ☐ - Areas adjacent to walls, floors and ceilings are checked for combustibles, and those materials removed?

<b>Recommendation:</b>

**C. CONFINED SPACE WORK**

YES NO N/A

- ☐ ☐ ☐ - Confined Space Entry Permit required?
- ☐ ☐ ☐ - Equipment cleaned of all combustible?
- ☐ ☐ ☐ - Space purged of all flammable/toxic vapors and/or gases?

**D. FIRE ALARM SYSTEM IMPAIRMENT**

YES NO N/A

- ☐ ☐ ☐ - Are there fire alarm devices in area that could trigger from welding fumes or smoke? If yes, write the required safety measure(s):  
\_\_\_\_\_  
\_\_\_\_\_

SPECIAL Conditions \_\_\_\_\_

ISSUANCE Date / Time \_\_\_\_\_

EXPIRATION Date / Time \_\_\_\_\_

\_\_\_\_\_  
Safety & Loss Prevention\_\_\_\_\_  
Chief Engineer / Supervisor\_\_\_\_\_  
Contractor / Welder

**Distribution:** ☐ Affected Area ☐ FMS Committee ☐ Maintenance ☐ Safety & Loss Prevention

## 8. REFERENCES:

- 8.1 Prince Fahd Bin Sultan Hospital Policy and Procedure Kingdom Of Saudi Arabia
- 8.2 Central General Hospital Policy & Procedure

## 9. APPROVAL:

	Name	Title	Signature	Date
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Approved by:	Mr. Fahad Hezam AlShammari	Hospital Director		January 22, 2025