

WORKING DOCUMENT

SPECIFIC GUIDELINES FOR WORKING WITH INCREASED RISK OF FIRE

Purpose & scope

The guidelines serve to **prevent the risks of fire and/or explosion** that may arise during activities such as welding, flame-cutting, soldering, burning-off paint or varnish, heating, sharpening, burning sealing materials, etc. or working with an open fire/naked flame.

Persons that must be notified

These guidelines are imposed by the party commissioning the work on the party carrying out the work. This document contains general and specific measures that the party concerned must take **before, during and after** the work.

Description of the work

Location of the work

Building/branch/office: _____ Room/area: _____

Period of validity

As a rule, maximum **one day** (for exceptions, see procedure)

Date: (dd-mm-yy) _____ Start: _____ a.m./p.m. End: _____ a.m./p.m.

Exception: Yes/No: Description: _____

IN THE EVENT OF AN ACCIDENT OR INCIDENT, CALL:

Representative of the party commissioning the work

Name: _____ Department: _____ Tel.: _____

Date and signature: _____

Party carrying out the work

Company name: _____

Representative of party carrying out the work: _____ Tel.: _____

The representative of the party carrying out the work declares that he/she has read and will apply the guidelines set out on **both** sides of this document. These guidelines supplement the measures that were proposed as a result of the risk analysis and risk assessment of the work.

Name + signature of the representative of the party carrying out the work: _____

Date followed by the words 'Read and approved' written in the representative's own hand: _____

Particular health and safety measures specific to the work to be carried out or the location and following on from the risk analysis and risk assessment:

TIME WHEN SUPERVISION IS COMPLETED (at least until 2 hours after end of risky work) :
(to be completed after supervision of work and to be handed over to surveillance)

GENERAL HEALTH & SAFETY MEASURES

Based on the outcome of the risk analysis and risk assessment, the measures are to be taken by the party/parties carrying out the work.

BEFORE the work

1. Carefully examine the workplaces, the adjoining rooms/floors and the places that can be reached by sputtering sparks or by heat transfer.
2. Ensure clear arrangements are made so that security staff or the representative of the party commissioning the work is aware of the start AND end dates of the work.
3. Remove (by at least 10 m), protect or use a specially-adapted screen to cover all combustible substances and materials. **Pay special attention to the ones located behind walls near to the workplace.**
4. Remove (by at least 10 m) all combustible substances from the pipes and objects being treated.
5. Close openings, fill cracks, etc. in walls near to the workplace (at least up to 10 m) with sand, plaster, metal, canvas or other fireproof or flame-retardant material.
6. Be sure to have sufficient ready-for-use and appropriate fire-extinguishing equipment to hand (portable fire extinguishers, fire hose reels with laid out fire hoses, etc.).
7. Empty, clean and profusely air any containers **and pipes** that contained combustible substances. Make sure the emptying and cleaning is complete.
8. Check whether the equipment and appliances are in perfect condition (voltage, tubes, coupling units, etc.) and set up in a stable manner. Make sure the supply of gas and power is easy to get to and to cut off.
9. Never leave lighted welding units, burners, etc. unsupervised. Any filling up needs to be carried out in open air after they have been turned off and cooled down.
10. Install the necessary warning signs in adjoining rooms or on the floors below and above. Never block evacuation routes.
11. This work may not be carried out by holiday workers, trainees or young people (under 18).

DURING the work

12. Pay attention to glowing sparks and where they land, as well as hot metal components.
13. Wear appropriate Personal Protective Equipment (PPE). This applies to the party/parties carrying out the work, helper(s) and any other people in the vicinity.
14. Only place hot objects on carrying objects that are heat resistant and do not give off heat.
15. Dispose of electrode residue in a specially-adapted container (filled with water or sand).

AFTER the work

16. Carefully examine the workplaces, the adjoining rooms/floors and the places that can be reached by sputtering sparks or by heat transfer.
17. Keep an eye on these areas for at least two hours after the work has ended. If this is not possible, then all work using an open flame or higher temperatures must be stopped two hours before the rest of the work in the building has stopped.
18. Wait 24 hours before returning any objects that had been removed.
19. Notify the security staff or the representative of the party commissioning the work when you have finished the work.

NB:

- 1) The representative of the party commissioning the work will keep the original, completed and signed work document.
- 2) The party carrying out the work will keep a copy of both sides of the completed and signed work document.
- 3) Send a mail of the completed and signed work document to the local safety adviser.
- 4) Also see the internal KBC PROCEDURE on SharePoint.