



Hot Work Permit System

- 1. Applicability.** This policy applies to all Macerich operations regardless who is performing the covered work. A contractor may use their own permit system; however, the procedures outlined below are minimum standards including record retention.

Hot work is restricted to the maintenance shops unless a permit is issued.

Operations covered:

- Welding.
- Brazing.
- Soldering.
- Flame cutting.
- Cutting involving the use of an energy source.
- Cutting which heats a part above ambient temperature levels.
- Grinding which heats a part above ambient temperature levels.
- Any device producing an open flame, spark, having a non-sealed heated filament or element, or frictional heat.

2. Persons Responsible or Authorized

- Property Manager or designate
- Operations Manager or designate
- Security Manager with authorization from one of the above individuals

3. Procedure

- A. Obtain a copy of the Hot Work Permit form (see attached) or use contractor's equivalent. Permits developed by FM Global or other insurance carrier are acceptable.
- B. Complete the form with consultation from work provider.
- C. The activity period may not exceed twenty four hours.
- D. Attach a map of the facility or identify the location by name and number so that the area of hot work activity is clearly identified.
- E. Note any special precautions.
- F. Fire watch of a minimum of 30-minutes. A competent fire watch consists of at least one person not actively engaged in maintenance activities and trained in the use of a fire extinguisher and how to initiate a fire alarm or make a fire notification.
- G. Review whether a confined space entry permit is required.

- H. Verify that a 10 pound or greater capacity, Class ABC fire extinguisher is present.
 - I. Evaluate whether any combustible metal is present. Obtain a Class D fire extinguisher if so.
 - J. Cool down period. Required if working in an area where flammable or combustible materials are used or stored or on pipes or equipment that may use flammable or combustible materials or generate combustible or flammable vapors.
 - K. The form must be signed by the authorized person noted above.
 - L. Post a copy of the permit in the affected work area, and notify persons in the area that hot work operations will be conducted and when the activities will occur.
 - M. Place a barrier sign or mark area with warning tape at entrances to the area or near the affected equipment indicating that hot work is being conducted. Install welding screens or other devices.
 - N. Observe lockout/tagout procedures as applicable.
 - O. Remove flammable and combustible materials from the affected area to the maximum extent practicable.
 - P. If flammable or combustible liquids or vapors are present or are likely to be present in the area:
 - Obtain an explosion level reading in the work area prior to beginning work.
 - Obtain explosion level readings every thirty minutes thereafter.
 - Q. Terminate the permit if:
 - Work will be delayed for more than two hours.
 - After any cool down period required after completion of the work.
 - If conditions of the permit change.
 - If the explosion meter indicates an explosion level of greater than 20% of the lower explosion limit.
 - If any condition exists that causes the confined space permit or lockout/tagout permit to terminate.
 - R. File a copy of the permit in the Operations manager's office.
- 4. Records.** Maintain a copy of the hot work permit, the marked up facility map or identifying location of the hot work, and any supporting documentation for three years.

