

# SAFE JOB PROCEDURE

**Job Description:** Parking/Lighting a Tar Kettle

**Hazards Present:** Burns, Fire Hazard

**PPE Required:** Hard Hat, Face Shield, Leather Gloves, Long Sleeved Shirt, Long Pants, Fire Extinguisher, Thermometer

**Note:** Operators of equipment must be trained and deemed competent, must demonstrate operational competency and/or have received approval from their immediate supervisor. Operators must wear the proper PPE as required and be familiar with the location of the use of a fire extinguisher.

## SAFE JOB PROCEDURE

### 1. Conduct a pre-starting inspection of equipment and work area;

- ✓ Make sure that kettle and all related equipment (torches, propane tanks, fire extinguishers etc.) have been inspected and are in good working condition before they leave the yard.
- ✓ Check with supervisor as to location of kettle set-up.
- ✓ Make sure set-up area is free of debris, clutter and flammables.

### 2. Park the Kettle;

- ✓ Choose a firm level area as far away as is practical from the building and it's fresh air intakes.
- ✓ Provide plywood or other adequate ground coverage to protect property from tar stains.
- ✓ Make sure the legs of the kettle are down to prevent tipping and the wheels are blocked to prevent rolling.
- ✓ If set up area is close to entrances or public access, provide barriers, signs, fencing, as per supervisors instructions.
- ✓ Stack kegs neatly so they are in a convenient location fro the kettle operator.

### 3. Open lid and inspect contents of kettle;

- ✓ Make sure lid of kettle is secure in open position (block open if necessary).
- ✓ Check inside of kettle for moisture or debris and remove if found.
- ✓ If the level of tar in the kettle is below the heating flues, add tar to the kettle, do not light an empty kettle.

### 4. Apply Torch/Heat to the kettle;

- ✓ Observe the safe job procedure for propane torch operation
- ✓ Light torch on the ground and pointed in a safe direction, do not light a torch while it is inside the kettle.
- ✓ Use a lit torch to apply some heat to the drain cock on kettle, ensure it is in the closed position.
- ✓ With flame very low, place torch inside burner compartment of kettle making sure positive air draft is achieved so that flame does not go out.
- ✓ Should the flame go out remove the torch and turn off it's regulator, allow kettle to ventilate al least one minute before attempting to re-light.

### 5. Bring tar up to required temperature;

- ✓ Gradually increase the intensity of the flame, at the same time monitor the temperature of the tar with a thermometer (do not heat tar over 500 degrees farenheight).
- ✓ Add tar as required, tar level should be no more than 4-6 inches from the top of the kettle.
- ✓ Extinguish and remove torches from kettle after use, make sure the drain cock and lid are locked if the kettle will be remaining at the jobsite overnight.
- ✓ Nearing the completion of the roofing job the foreman must notify the kettle operator to allow the tar level to go down in the kettle to allow safe movement of the kettle after the job is completed.

### 6. Conduct a post operational inspection;

- ✓ If any wear, damage, or malfunction is noticed notify the immediate supervisor so the problem can be corrected before the kettle is used again.
- ✓ Maintain good housekeeping, once the kettle is pulled out from the sight, pick up all the debris and ground cover material, rake the area if necessary.