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Hot Work Operations Policy

Responsible Office: Environmental Health and Safety, Fire Safety

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1.0 Purpose

To establish procedures defining a system of control that will allow work involving possible sources of ignition to be carried out safely, eliminating the danger of fire to surrounding areas.

2.0 Policy

2.1 A ["Hot Work"](#) permit will be required for interior areas of any facility, the roof, or adjacent areas before performing any activity that requires the use of a flame, or sufficient heat or sparks might be generated to serve as a source of ignition, or internal combustion engine powered equipment (i.e. welding machine, air compressor) is operated unattended.

2.2 Permits are not required in exterior (15' or more from buildings or combustibles) areas or maintenance shops.

3.0 Definitions

3.1 **Hot Work** – Any work which produces open flames, hot slag or sparks.

3.2 **Combustible** – A material capable of sustaining burning when ignited and in the presence of air.

3.3 **Flammable** – A liquid having a flashpoint below 100 degrees Fahrenheit.

4.0 Procedure

4.1 A permit is required when any form of Hot Work is to be done. The permit is to be completed 48 hours prior to the start of the work (exceptions made on an emergency basis) and may be valid for up to one week.

When a work permit requires extended time, interim life safety measures must be established.

4.2 A permit is issued by the Environmental Health and Safety Division's Fire Safety Office.

4.2.1 All permits are issued or renewed to the requestor in person at the GHSU Fire Safety Office.

4.2.2 Facilities Management managers may issue a Hot Work Permit to shop employees only as needed for daily routine maintenance and repair. The permit is good for one 8-hour shift. All of the permit requirements apply and a copy must be faxed to Environmental Health and Safety.

4.3 Requestor is responsible for preparing the work area daily according to the permit requirements prior to allowing any hot work. All areas in which a hot work permit is to be issued must be checked for combustible materials, flammable load, floor/wall penetrations, and fire alarm accessibility prior to the start of every Hot Work project.

4.4 The requestor shall monitor the area for fire safe working conditions, see that stand-by fire extinguishers are present and assign a co-worker as a fire watch during the work. The discharge of any fire extinguisher shall be reported to the Fire Safety Office.

4.5 Hot Work is restricted as follows:

4.5.1 Hot Work is not allowed in:

- Areas where flammable vapors may be present within a minimum 50' radius.
- Any area electrically classified by Facilities Management.
- The immediate vicinity of any pipe line, valve, fitting, vessel, or equipment that contains or has contained a flammable or combustible liquid or gas.
- Areas where, when a gastech meter test is done, the Lower Explosive Limit (LEL) reading is above 10% LEL.

4.5.2 Floor openings or drains must be adequately covered to prevent slag or sparks from falling to the area below or entering drains. In the case of the work being performed in an elevated area, the area below shall be barricaded.

4.5.3 In areas where heavy dust may be present, the dust accumulation must be cleaned prior to the start of work.

4.6 When both the requestor and Fire Safety Office are satisfied with the precautionary measures, the permit will be issued.

4.7 The signed permit shall be maintained on the job site at all times by personnel doing the work.

4.8 When the work is completed, the area shall be returned to normal condition.

4.8.1 The requestor shall check the area for fire, up to one hour after work and return all fire fighting equipment to its proper place.

4.8.2 Any unusual incidents that occur shall be noted on the permit and reported to the Fire safety Office for a follow-up investigation.

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