



# Environmental Health & Safety

## Policy & Procedure #19

**TITLE**

**HOT WORK PERMIT POLICY**

**OBJECTIVE AND PURPOSE**

Unless excepted below, this instruction establishes policy and procedures and assigns responsibilities and requirements to ensure a comprehensive policy and program exists to perform work during new construction, repair, renovation and /or alterations that require hot work. It applies to all FAU employees, contractors, and tenants on FAU premises.

Sparks, in the presence of flammable vapors, may cause immediate fires or explosions. Smoldering material hidden from sight can suddenly burst into flame long after work has been completed and personnel have left the area. Heat produced by hot work on one side of a wall can actually ignite combustible material on the other side. Due to the high fire potential, most hot work will require a Hot Work Permit

The purpose of this program is to establish written procedures to prevent fires from any temporary operation involving open flames or producing heat as required by OSHA 29 CFR 1910.252, 29CFR 1926.352, the Florida Fire Prevention Code, and NFPA 51B.

**RESPONSIBILITY**

**ACTION**

**DEPARTMENT /CONTRACTOR**

- ◆ Supervisors, project managers, and contractors will determine if welding, cutting, soldering and/or heating must be done as part of the project or work order. If hot work is required, it will be the responsibility of the supervisor, project manager, or contractor to determine if the work can be performed outside the facility. If the hot work cannot be completed outside the facility, a Hot Work Permit is required and must be completed in accordance with the procedures outlined in the Hot Work Permit Application (**Attachment "A"**).
- ◆ The applicant for the Hot Work Permit must:
  - a) ensure that persons performing hot work are suitably trained in the operation of the equipment;
  - b) ensure that hot work procedures are being implemented and followed;
  - c) ensure the safety of the welder as well as nearby personnel who can be affected by sparks or heat;
  - d) ensure the appropriate fire alarm monitoring sections are notified prior to initiation and upon completion of any hot work;
  - e) take utmost care not to cause nuisance alarms that may disrupt normal function in the building.
- ◆ False fire alarms are subject to a \$500.00 penalty to be deducted from any amounts owed to those who cause them.

**EXCEPTIONS**

- ◆ This program does not apply to new construction where there is no attachment to an existing building.
- ◆ This program does not apply to areas that are specifically designed and equipped for such operations (i.e., maintenance shop areas and designated welding areas).
- ◆ Any area of a building that is determined to be a "hot work shop" will require an initial and annual inspection thereafter by the Fire Safety Officer to ensure that it meets all criteria.

Issued By: T. Geleta	Date Issued: 7/2003	Date Revised: 7/2009	Effective Date: 7/2003
APPROVED:	Vice President	Assistant V.P.	Director

## DEFINITIONS

**Hot Work:** Hot work is defined as any construction or maintenance procedure that produces sufficient heat or sparks to ignite combustible/flammables, requires heat or open flame to conduct work. This includes but is not limited to: cutting, grinding, brazing, welding, soldering, thawing pipes, sweating pipes or applying roofing material with torches.

**Hot Work Shop:** Any work shop that does hot work as part of its normal duties. Hot work shops will be inspected by the Fire Safety Officer annually, and the shop will be given a "Hot Work Permit" for one year.

**Hot Work Sites:** Immediate area where hot work is to be accomplished. Includes all areas adjacent to, on opposite side of wall surfaces, and an area encompassing thirty five feet radius around the immediate area where hot work is to be performed.

**Hot Work Permit Application:** Form issued for all hot work. The Hot Work Permit Application (**Attachment "A"**) may be obtained on the EH&S website and will be the only recognized form for hot work approval.

**Fire Watch:** A process where a group of individuals will be assigned to ensure fire safety and expedite evacuation if fire protection systems are impaired or in areas where combustible/flammable materials cannot be safely segregated.

## PERMIT ISSUANCE

- ◆ Hot Work Permits will be issued by the Fire Safety Officer or selected personnel from The Department of Environmental Health and Safety. A Hot Work Permit shall be requested at least one working day in advance by completing the Hot Work Permit Application (**Attachment "A"**) which may be issued for a time period of up to two weeks.
- ◆ Environmental Health & Safety will ensure that:
  - a) Hot Work site is acceptable for Hot Work.
  - b) Individuals performing the Hot Work understand the minimum safety precautions
  - c) All the requirements mentioned in this policy and permit application are met before the permit is issued.

## ENFORCEMENT

- ◆ The university Fire Safety Officer or designee has the responsibility to spot check all Hot Work Permits to ensure compliance. Permits may be revoked if safety precautions have been violated.

## REFERENCE

OSHA 29 CFR 1910.252, 29CFR 1926.352, Florida Fire Prevention Code; NFPA Standards 51B, Engineering & Utilities Policy and Procedure #11

## ATTACHMENTS:

***FAU HOT WORK PERMIT – Attachment "A"***

# HOT WORK PERMIT

*The contractor and individual performing welding or cutting shall ensure that all conditions prescribed hereunder and all other applicable regulations are followed prior to commencing any Hot Work. This permit must be posted or available at the site for review.*

1. Adequate ventilation shall be provided in the Hot Work area.
2. Combustible materials shall be either removed from the Hot Work area (35' recommended) or shielded/covered if they cannot be removed or segregated.
3. The welding/ cutting of pipes in contact with walls made of wood or other combustible materials shall be closely monitored.
4. A fire watch shall be maintained, if necessary, in areas where combustible materials cannot be safely segregated or where sparks may impact lower levels in case of elevated work.
5. A fire watch shall be maintained if the building sprinkler system is impaired.
6. Cutting/welding equipment shall be well secured and thoroughly checked for proper operation before starting Hot Work.
7. Appropriate fire fighting equipment shall be readily available.
8. All necessary precautions shall be maintained to prevent false fire alarms. False fire alarms are subject to a \$500.00 fine payable to EH&S by the Contractor.

Type of work	
FAU Project number	
FAU Project manager	
Contractor's name	
Hot Work location(s)	
Date(s) of Work	
Building name	
Building number	
Floor	
Specific location	
Fire alarm system devices affected	

**I AGREE TO COMPLY WITH FLORIDA ATLANTIC UNIVERSITY HOT WORK PERMIT GUIDELINES, ALL OTHER APPLICABLE REGULATIONS AND WITH THE CONDITIONS OUTLINED ABOVE.**

\_\_\_\_\_  
**Permit Requestor** *(Print Name)*

\_\_\_\_\_  
**Requestor's Signature**

\_\_\_\_\_  
**Emergency Contact #**

\_\_\_\_\_  
**Operator's Name** *(Print Name)*

\_\_\_\_\_  
**Operator's Signature**

\_\_\_\_\_  
**Emergency Contact #**

\_\_\_\_\_  
**Request Date**

**EH&S Use Only:**

\_\_\_\_\_  
**Approved by:**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Valid Date(s)** *(Not to exceed 2 weeks)*

*Permits are approved by Environmental Health and Safety, 777 Glades Rd, Bldg #69, Room 112, Boca Raton, FL 33431  
 phone: 561-297-3129 | fax: 561-297-2210 | email: ehs@fau.edu*

**ATTACHMENT "A"**