



Environmental Health & Safety Policy & Procedure #19

TITLE

HOT WORK PERMIT POLICY

OBJECTIVE AND PURPOSE

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.

- a) "Hot Work" includes, but is not limited to, brazing, cutting, grinding, soldering, thawing pipes, torch applied roofing and welding.

This program applies to Hot Work performed by Florida Atlantic University employees and contractors in existing buildings, new construction in existing buildings, and new construction attached to existing buildings

- a) This program does not apply to new construction where there is no attachment to existing building.
- b) 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).

RESPONSIBILITY

ACTION

ENVIRONMENTAL HEALTH & SAFETY

- ◆ Hot Work should not be performed if the work can be avoided or performed in a safer manner and when practical objects to be welded, cut, or heated must be moved to a designated safe locations (i.e., maintenance shops).
- ◆ A Hot Work Permit (**Attachment "A"**) must be obtained from one of the following departments prior to beginning any Hot Work.
 - a) Boca Raton Campus: EH&S will issue the permit of the Hot Work after inspecting and reviewing safety procedures.
 - b) Broward Campuses: Physical Plant Department will issue the permit
 - c) Northern Campuses: Facilities Planning Dept/NPB will issue the permit
- ◆ All conditions on the Hot Work Permit (**Attachment "A"**) must be met prior to any Hot Work. The permit will be completed by the designated departments(s) representative. The permit will contain written safety procedures, emergency telephone numbers, and an area for the contractor or employee to sign off.
- ◆ The Hot Work Permit (**Attachment "A"**) is only good for the date(s) and time specified on the permit. A copy of the permit must remain at the Hot Work location.
- ◆ All personnel (employees, contractors, building occupants) must be suitably protected from hazards generated by the work (i.e., heat, sparks, fumes, welding rays, etc.). This may include, but is not limited to the use of personal protective equipment, shields, screens, or local exhaust ventilations.
- ◆ Non-permitted Hot Work that results in a response by the local Fire Department shall be fined \$500.00 per incident payable to EH&S.

Issued By: T. Geleta	Date Issued: 7/2003	Date Revised:4/2004	Effective Date: 7/2003
APPROVED:	Vice President	Associate V.P.	Director

DEPARTMENT/ CONTRACTOR	<ul style="list-style-type: none"> ◆ Recognize the responsibility for safe use of cutting and welding equipment in their area. ◆ Establish safe and proper areas for cutting and welding (i.e. maintenance shops). ◆ Ensure Hot Work procedures are being implemented and followed in other areas. ◆ Ensure that supervisors and persons performing Hot Works are suitably trained in the operation of the equipment. ◆ Ensure that subcontractors follow Hot Work procedures found within this policy.
SUPERVISOR	<ul style="list-style-type: none"> ◆ Ensure that all employees and contractors follow Hot Work procedures and are suitably trained in the operation of the equipment. ◆ Ensure that a Hot Work Permit (Attachment "A") is obtained and posted prior to the start of the Hot Work. ◆ Ensure that all cutting and welding equipment is in good repair.
EMPLOYEE	<ul style="list-style-type: none"> ◆ Shall follow and use Hot Work procedures set forth in this policy. ◆ Obtain a Hot Work Permit (Attachment "A") prior to any Hot Work. ◆ Ensure that all cutting and welding equipment is in satisfactory condition and in good repair. ◆ Attend training sessions. ◆ Protect nearby personnel against sparks, heat, etc. when working in occupied building.
ENVIRONMENTAL HEALTH & SAFETY	<ul style="list-style-type: none"> ◆ Issue Hot Work Permit (Attachment "A") or Boca Raton Campus ◆ Provide Technical support ◆ Provide training ◆ Conduct periodic audits of the program.
BROWARD CAMPUS PHYSICAL PLANT	<ul style="list-style-type: none"> ◆ Issue Hot Work Permit (Attachment "A") for Broward Campuses ◆ Provide technical support
DIVISION OF THE UNIVERSITY ARCHITECT	<ul style="list-style-type: none"> ◆ Issue Hot Work Permit (Attachment "A") to the Northern Campuses ◆ Provide technical support
REFERENCE	OSHA 29 CFR 1910.252, 29CFR 1926.352, Florida Fire Prevention Code; NFPA Standards 51B
ATTACHMENT	<i>EH&S Hot Work Permit Form – Attachment "A"</i>



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.

Hot Work location(s) _____

Date(s) of Work: _____

Contractor Name: _____

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

Permit Request by (Name): _____

Emergency Contact Number: _____

Signature: _____ **Date:** _____

Approved by: _____ **Date:** _____

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

ATTACHMENT "A"