University of Nevada, Reno

HOT WORK PERMIT PROGRAM

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# HOT WORK PERMIT PROGRAM

## UNIVERSITY OF NEVADA, RENO

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HOT WORK PERMIT PROGRAM

1.0 INTRODUCTION

1.1 Safety Policy
It is the policy of the University of Nevada, Reno (UNR) to ensure safe and healthy learning, research, work, entertainment and student living environments for faculty, staff, students and visitors. Implicit in this policy is a requirement to provide individuals with pertinent information regarding Hot Work Permit Safety. This program requires those who engage in hot work operations to comply with University policy and program, which incorporates NSHE, NFPA recommendations, IFC 2006 and OSHA standards.

1.2 Purpose
The Hot Work Permit Program has been developed for University employees that work on or around hot work activities. This program will help ensure employee health and safety at the University of Nevada, Reno.

1.3 Scope
For the purposes of this program, “hot work” is defined as any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: grinding, cutting, brazing, soldering, thawing frozen pipes by torch, torch applied roofing and welding.

This program applies to all personnel, including contractors, who are involved with/or who may be involved in “hot work” activities.
2.0 RESPONSIBILITIES

2.1 Directors, Deans and Department Managers
Shall recognize their responsibility for safe usage of welding, cutting and other spark or flame producing equipment on campus property and shall be responsible for:

- Providing administrative and financial support for this program within individual departments.
- Ensuring the Hot Work Permit Program is implemented and maintained within the department.
- Identifying and requesting approval for Designated Hot Work Areas. Once these areas are approved by EH&S, then hot work may occur under a general hot work permit, which is reissued every two years.
- Establishing procedures for hot work in other areas.
- Designating at least one trained Permit Authorizing Individual (PAI) who is responsible for authorizing hot work permits in areas not specifically designated for hot work.
- Requiring employees performing hot work and their supervisors to be trained in the safe operation of the equipment.
- Advising all contractors about flammable materials or hazardous conditions in areas where they will be working prior to start of work.

2.2 Supervisors, Foreman, Principal Investigators, Project Leaders, and Project Coordinators
Individuals who have a supervisory responsibility play a key role in the Hot Work Permit Program. They have responsibility for:

- Ensuring that their subordinates are trained and understand the applicable provisions of the program.
- Submit employee(s) as Permit Authorizing Individuals (PAI) to the Director or Department Managers
- Ensuring that their subordinates fulfill all requirements before any hot work is performed.
- Completing and approving each “Hot Work Permit” issued.
- Ensuring that a properly trained fire watch is assigned when necessary.
- Ensuring that cutting or welding equipment is maintained in safe operating condition.
Ensuring the precautions listed on the Hot Work Permit are understood and followed by the individual performing the hot work.

Informing outside contractors and service personnel regarding the expectations of this policy.

Verifying that contractor personnel have the necessary hot work permits required for their work.

2.3 Environmental Health and Safety (EH&S) Department

- Provide technical information and assist departments in implementing the Hot Work Permit Program in their workplace.
- Assist in providing Hot Work Permit Program instruction, as needed.
- Review and revise the Hot Work Permit Program, as needed for compliance with applicable regulations.
- Conduct Hot Work Permit safety assessments to determine if any engineering and/or other controls are needed, and how they should be implemented.
- Recommend appropriate engineering controls, administrative controls and personal protective equipment.
- Conduct Hot Work Permit training.
- Inspect and approve Designated Hot Work Area(s)
3.0 HOT WORK BASIC INFORMATION

On occasion, UNR employees are required to perform hot work operations. When the need arises, the use of a Hot Work Permit may be required, and when specific procedures and regulations are followed, injuries to workers and damage to property are prevented. The purpose of this guide is to provide an overview of safety standards as they relate to Hot Work Permitting.

Hot Work Operations
All welding, cutting, open torches and other hot work operations and equipment shall comply with this program.

Hot work shall only be conducted in areas designed or authorized for that purpose by the personnel responsible for the Hot Work Program. Hot work shall not be conducted in the following areas unless approval has been obtained from the code official:

1. Areas where the sprinkler system is impaired.
2. Areas where there exists the potential of an explosive atmosphere, such as locations where flammable gases, liquids, or vapors are present.
3. Areas with readily ignitable materials, such as storage of large quantities of bulk sulfur, baled paper, cotton, lint, dust, or loose combustible materials.
4. At other locations as specified by the code official.
4.0 IS A HOT WORK PERMIT ALWAYS REQUIRED?

4.1 Designated Hot Work Rooms
A designated hot work room is a permanent location designed for hot work. These rooms do not require a permit to perform hot work. For a room to be classified as a designated hot work room, it must meet the following requirements:

- It must be of noncombustible fire-resistive construction, essentially free of combustible and flammable contents.
- It must be suitably segregated from adjacent areas.
- It must be equipped with fire extinguishers.
- It must be inspected and approved by EH&S.

4.2 Operations Not Requiring a Hot Work Permit
Operations that produce a flame, sparks, hot slag or enough heat to ignite combustible materials should be considered hot work with a few exceptions. The following operations do not require a Hot Work Permit:

- Bunsen burners in laboratories
- fixed grinding wheels
- electric soldering irons
5.0 PEOPLE INVOLVED IN THE HOT WORK PERMITTING PROCESS

People involved in Hot Work include the Directors, Supervisors and Principle Investigators along with the Permit Authorizing Individual, the Hot Work Operator and the Fire Watch. All of these employees play an important part in the Hot Work Permit process.

Any employee who has successfully completed hot work safety training may be a PAI. Hot Work Operators are allowed to be PAI, but they are not allowed to issue their own Hot Work Permits.

5.1 A Permit Authorizing Individual (PAI) inspects hot work sites prior to the start of hot work operations using the checklist found on the Hot Work Permit Form. Any employee who has successfully completed hot work safety training and is designated by the Director, Asst Director or Principal Investigator can serve as a PAI.

- Management shall designate a “Permit Authorizing Individual” who shall be responsible for overseeing the onsite hot workers to ensure that required hot work safety measures are taken to prevent fires and fire spread. (2006 IFC 2602.1)

- The “Permit Authorizing Individual” shall be trained in the safety and fire safety considerations concerned with hot work.

- The “Permit Authorizing Individual” shall survey hot work areas and conduct a pre-hot-work check prior to the commencement of hot work. (2006 IFC 2604.3.1)

- The PAI must have successfully completed annual fire extinguisher training, including hands-on

- When a fire watch is required, the PAI will designate an employee to serve as Fire Watch. Once all requirements on the form have been satisfied, and the form is signed by a PAI, the document becomes a Hot Work Permit and must be posted in the area where hot work is to be performed.

5.2 Hot Work Operators (HWOs) are employees who perform hot work operations. A HWO must always obtain a Hot Work Permit before beginning hot work. Any employee, who has successfully completed hot work safety training and is trained on the equipment being operated, can serve as a HWO. The HWO must do the following:

- Ensure that conditions are safe before commencing the hot work operation.
Understand the hazards associated with the work and the actions needed to minimize or eliminate the hazard.

Be prepared to contact their supervisor should conditions change or warrant reassessment during the hot work project.

Use appropriate personal protective equipment (PPE) while performing hot work (welding helmets, gloves, jackets, etc.).

Must have successfully completed annual fire extinguisher training, including hands-on. (2006 IFC 2604.2.4)

Complete the appropriate section(s) of the hot work permit.

**NOTE:** An HWO can also be a PAI, but they are NOT allowed to issue their own Hot Work Permits.

5.3 **A Fire Watch** is posted to monitor the safety of hot work operations and watch for fires. If the situation requires one, Fire Watches are posted by a PAI during hot work, and for at least 30 minutes after work has been completed. Any employee who has successfully completed hot work safety training can serve as the Fire Watch. Fire Watch individuals are responsible for:

- No other duties except to watch for fire, extinguish spot fires, and communicate an alarm. (2006 IFC 2604.2.3)
- Being aware of the inherent hazards involved in the hot work
- Ensuring that safe conditions are maintained during hot work operations
- Watching for fires
- Ensuring that appropriate fire extinguishers are readily available.
- Knowing how to report a fire or other emergency situation.
- Using the appropriate PPE
- Completing the appropriate section of the hot work permit.
- Completing annual fire extinguisher training, including hands-on. (2006 IFC 2604.2.4)
6.0 SAFETY MEASURES REQUIRED BY THE HOT WORK PERMIT

6.1 The 35-Foot Rule

- All flammable and combustible materials within a 35-foot radius of hot work must be removed.
- When flammable and combustible materials within a 35-foot radius of hot work cannot be removed they must be covered with flame retardant tarps and a fire watch must be posted.
- Floors and surfaces within a 35-foot radius of the hot work area must be swept free of combustible dust or debris.
- All openings or cracks in the walls, floors, or ducts that are potential travel passages for sparks, heat and flames must be covered.

6.2 Fire Detection and Suppression

- A fire extinguisher must be readily available and accessible.
- Entire building smoke detection and alarms systems cannot be shut down. Instead smoke detectors in the area of hot work may be covered for the duration of hot work to prevent false alarms.
- Automatic sprinkler systems may not be shut down to perform hot work. Contact Fire & Life Safety for coordination.

6.3 Fire Watch

A Fire Watch must be posted by a PAI if the following conditions exist:

- Combustible materials cannot be removed from within a 35-ft radius of the hot work
- Wall or floor openings of hot work expose combustible materials in adjacent areas, including concealed spaces in walls and floors within the 35-ft radius
- Combustible materials are adjacent to the opposite side of partitions, walls, ceilings or roofs and are likely to be ignited.
7.0 GENERAL GUIDELINES

- Work should be performed using alternative methods other than hot work whenever possible.

- Hot work should be performed in designated hot work rooms/Areas whenever it is practical.

- A Hot Work Permit is valid for one day and one area and should be posted in the area of hot work for the duration of the activity.

- Communication devices shall be readily available at the job site.

- A minimum of one portable fire extinguisher having a minimum 2-A: 40-B:C rating, and where required by the Building Inspection Shop, a charged water hose equipped with a nozzle, shall be readily accessible within 30 feet of the location where hot work is performed. (2006 IFC 2604.2.6)

- A copy of every permit shall be filed by the PAI and kept for one year. The Hot work Program Manager will oversee the program to ensure implementation and recordkeeping.
When Required: A fire watch shall be provided during hot work activities specified in section 6.3 and shall continue for a minimum of 30 minutes after the conclusion of the work. The fire code official or the PAI is authorized to extend the fire watch based on the hazards or work being performed. (2006 IFC 2604.2.1)

Exception: Where the hot work area has no fire hazards or combustible exposures, then a Fire Watch is not required.

Location: The fire watch shall be positioned so that the extinguishment of a spot fire is not delayed. Hot work conducted in areas with vertical or horizontal fire exposures that are not observable by a single individual shall have additional personnel assigned to fire watches to ensure that exposed areas are monitored. (2006 IFC 2604.2.2)

Duties: Individuals designated to fire watch shall have no other duties except to watch for fire, extinguish spot fires, and communicate an alarm. (2006 IFC 2604.2.3)

Fire Training: The individuals responsible for performing the hot work and individuals responsible for providing the fire watch shall have fire-extinguishing equipment readily available and shall be trained in the use of such equipment. (2006 IFC 2604.2.4)

Fire Extinguisher: A minimum of one portable fire extinguisher having a minimum 2-A: 40-B:C rating and where required by the fire code official, a charged water hose equipped with a nozzle, shall be readily accessible within 30 feet of the location where hot work is performed. (2006 IFC 2604.2.6)
9.0 HOT WORK PROCEDURES

9.1 Hot Work Permit Form
The Hot Work Permit [see Appendix A] shall be the permit system. Alternative permits may be used only after approved by EH&S.

9.2 Prior To Hot Work
Several tasks must be performed before hot work begins. These include, but are not limited to:

- When the hot-work area is accessible to persons other than the operator of the equipment, conspicuous signs shall be posted to warn others before they enter the hot-work area. (2006 IFC 2603.6)
- Inspecting the hot work area to identify any fire hazards.
- Removing all flammable or combustible materials within a 35 ft. radius of the hot work.
- Properly shielding combustibles that cannot be removed from the area with non-combustible blankets or other non-combustible materials.
- Sealing all cracks and openings through which hot sparks or slag may enter. As an alternate means, a fire resistant shield may be used to block the openings.
- Sweeping floor of all loose combustible debris.
- Placing non-combustible or flame resistant screens so as to protect personnel in adjacent work areas from heat, flames, radiant energy and welding splatter.
- Protecting conveyer systems that may carry sparks of slag to other parts of the building.
- Marking the area so as to warn nearby personnel of the danger.
- Covering smoke detectors located in close proximity of the work area.
- Cylinders, valves, regulator, hose and other apparatus and fittings for oxygen shall be kept free from oil or grease. Oxygen cylinders, apparatus and fittings shall not be handled with oily hands, oily gloves, or greasy tools or equipment. (2006 IFC 2605.3)
- Openings or cracks in walls, floors, ducts or shafts within the area where cutting and welding is to be performed shall be tightly covered to prevent the passage of sparks to adjacent combustible areas, or shielding by metal or fire-resistant guards or curtains shall be provided. (2006 IFC 2604.1.2)
- Flammable and combustible liquid storage and dispensing shall be separated from hot work operations by a minimum of 35 feet.
Fuel gas cylinders shall be separated from compressed oxygen cylinders and liquid oxygen containers by a minimum of 20 feet or by a barrier of noncombustible construction extending 18 inches above and beyond to the sides of the storage. The barrier shall interrupt all lines of sight between oxygen and fuel gas cylinders within 20 feet of each other. (2006 IFC 3003.7.2)

**ELECTRIC ARC HOT WORK**

- The frame or case of electric hot work machines, except internal-combustion-engine-driven machines, shall be adequately grounded. (2006 IFC 2606.1)
- Welding return currents from the work to the machine shall have proper electrical contact at joints. The electric contact shall be periodically inspected.
- Electrodes (i.e. welding rods) shall be removed from the holders when electric arc hot work is discontinued for any period or 1 hour or more. The holders shall be located to prevent accidental contact and the machines shall be disconnected from the power source. (2006 IFC 2606.3)
- A switch or circuit breaker shall be provided so that fixed electric welders and control equipment can be disconnected from the supply circuit. The switch or circuit breaker shall be marked EMERGENCY DISCONNECT. (2006 IFC 2606.4)
- Damaged cables shall be removed from service until it has been properly repaired or replaced. (2006 IFC 2606.5)

**9.3 During Hot Work**

During the hot work there are other precautions that must be taken:
- Appropriate fire extinguishing equipment shall be maintained in close proximity to the hot work for its entire duration, plus 30 minutes.
- Combustible floors shall be kept wet during the hot work. Work on a noncombustible or hot work blanket whenever possible.
- Store acetylene and other fuel cylinders in a secure and upright position.
- Place hoses so that they will not be crushed or damaged.
- Be constantly aware of conditions that may cause a fire to start.
- Floors shall be kept clean within the hot work area. (2006 IFC 2604.1.3)

**9.4 After Hot Work**

There are some responsibilities that must be undertaken after hot work is completed:
- A fire watch shall be provided during hot work activities as specified in section 6.3 and shall continue for a minimum of 30 minutes after the conclusion of the work. The PAI is
authorized to extend the fire watch based on the hazards or work being performed. (2006 IFC 2604.2.1)

- ONLY WHEN A FIRE WATCH IS REQUIRED; the hot work area shall be inspected by the “Permit Authorizing Individual” at least once a day to ensure that the area remains fire-safe. (2006 IFC 2604.3)
- Remove covers from any smoke detectors immediately upon completion of the hot work.
- The PAI will complete the appropriate section(s) of the hot work permit and return the completed form to the supervisor.
- Fire extinguishing equipment must remain accessible in the area until the fire watch is completed and all paperwork has been signed by the PAI.

### 9.5 Prohibited Hot Work Situations

Hot work activities are not permitted when the following conditions exist:

- In sprinkler buildings, where the entire sprinkler system is impaired.
- When the entire building’s fire detection system is shut down.
- In the presence of explosive atmospheres, where mixtures of flammable gases, vapors, liquids or dust may exist.
- In tanks, drums or other containers or equipment that contains or previously contained materials that could create explosive atmospheres.
- On pipes that are in contact with combustible walls, ceilings, roofs or partitions where heat by conduction can cause ignition.
- On containers where flammable liquids, solids or vapors may be present.
- On metal walls, ceilings or roofs built of composite, combustible, and sandwich-type panel construction or having combustible coverings.
- Areas, including those with confined spaces, where atmospheres of explosive gases, vapors, or dusts exist or could accumulate.
- Areas where there are large amounts of combustibles not practical to move or cover, such as roll paper, cotton or jute storage.
- On partitions, walls, ceilings, or roofs with combustibles coverings such as expanded plastic insulation.
- On partitions of combustible sandwich types construction.
- Areas where processes involving flammable liquids, gases, and dusts con not be shut down or made safe.
- Where lint conditions are severe and beyond correction.
- On pipes and other metals that can conduct enough heat to ignite nearby combustibles.
- Areas that contain combustibles or shall be provided with appropriate shielding to prevent sparks, slag or heat from igniting exposed combustibles. (2006 IFC 2604.1.1)
10.0 HOT WORK SAFETY TRAINING REQUIREMENTS

10.1 Safety Training
Individuals involved in hot work are required to complete hot work safety training; this includes Supervisors, Permit Authorizing Individuals, Hot Work Operators and Fire Watch personnel. The following EH&S courses must be completed:

- Hot Work Permit Training – Required upon initial assignment and refresher training required every 5 years.
- Fire Extinguisher Training – Required once a year. The hands-on classroom training must be completed for the initial class. The fire extinguisher training course (without Hands-on) may be completed for the annual refresher requirement.

10.2 Departmental Training
Supervisors shall train employees on departmental Hot Work Permit procedures and specific safety procedures for the type of hot work equipment used. This training shall be completed upon initial assignment and cover the following subjects:

- Safety procedures specific to the equipment used
- Required personal protective equipment for tasks
- Identification of Permit Authorizing Individuals and how they can be contacted
- Where to file copies of completed Hot Work Permits
- Locations of designated hot work rooms where a Hot Work Permit is not required
11.0 HOT WORK REQUIREMENTS FOR CONTRACTORS

Outside contractors that are under contract with UNR are required to have hot work safety program as a part of their project safety programs. All contractors must have at least an equivalent hot work permit program. Contractors working on capital projects at UNR are required to follow the hot work guidelines outlined in project specifications.

Any contractor should submit their hot work procedure prior to the start of a construction project and if any metal cutting, welding, soldering or grinding occurs that they follow their procedure.

Coordinate fire alarms with the Fire & Life Safety shop as they need to be notified in advance of pending hot work.

Contractors are responsible for completing and their own Hot Work Permit and must have their own fire watch person.
12.0 RECORDKEEPING

12.1 Hot Work Permits
All hot work permits shall be returned to the issuing supervisor for their record retention. Records of hot work permits should be maintained for one calendar year. Hot work permits on record should be reviewed for program improvement or modification purposes prior to disposal.

12.2 Training
Copies of records of all program related training conducted by individual departments should be maintained in the department personnel files. Copies of training records shall be sent to Occupational Safety Officer.
13.0 GLOSSARY:

**Fire Watch** is a person that is posted during hot work activities to monitor the safety of hot work operations and watch for fires. If the situation requires one, Fire Watches are posted by a PAI during hot work and for at least 30 minutes after work has been completed.

**Hot Work:** Operation including cutting, welding, Thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems or any other similar activities.

**Hot Work Area:** The area exposed to sparks, hot slag, radiant heat, or convective heat as a result of the hot work.

**Hot Work Equipment:** Electric or gas welding or cutting equipment used for hot work.

**Hot Work Operators (HWOs)** are employees who perform hot work operations. A HWO must always obtain a Hot Work Permit before beginning hot work. Any employee, who has successfully completed hot work safety training and is trained on the equipment being operated, can serve as a HWO.

**Hot Work Permits:** Permits issued by the responsible person at the facility under the hot work permit program permitting welding or other hot work to be done in locations referred to in the Hot Work Permit Program and pre-permitted by the fire code official.

**Hot Work Program:** A permitted program, carried out by approved facilities-designated personnel, allowing them to oversee and issue permits for hot work conducted by their personnel or at their facility. The intent is to have trained; on-site, responsible personnel ensure that required hot work safety measures are taken to prevent fire and fire spread.

**Permit Authorizing Individual (PAI)** inspects hot work sites prior to the start of hot work operations using the checklist found on the Hot Work Permit Form.
HOT WORK PERMIT

This hot work permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Welding, Brazing, Cutting, Grinding, Soldering, Torch Applied Roofing, and Thawing Pipe.

Date:

Building/Area:

Person performing hot work:

Work to be done:

Special precautions:

Fire watch provided by:

The location where this work is to be done has been examined, necessary precautions taken, and permission is granted for this work.

All precautions on other side have been taken? If not, why?

Permit Expires:

Signed:

Permit Authorizing Individual (PAI)

Time Started:

Time Completed:

FINAL CHECK

Work area and all adjacent areas to which sparks and fruit might have spread (including floors above and below and on opposite side of walls) were inspected 30 minutes after the work was completed and were found firesafe.

Signed:

Permit Authorizing Individual (PAI)
Global Risk Consultants®

HOT WORK PERMIT

BEFORE INITIATING HOT WORK, ENSURE PRECAUTIONS ARE IN PLACE!
MAKE SURE SPRINKLERS ARE IN SERVICE
AND FIRE EXTINGUISHERS ARE READILY AVAILABLE!

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.

Instruction

The Permit-Authorizing individual must:
(a) Verify precautions listed at right (or do not proceed with the work)
(b) Complete and retain this page
(c) Give the second page to the person doing the work.

Who, When, and Where?

Hot Work Being Done By
- Employee
- Contractor

Date
Job Number

Location/Building and Floor

Nature of Job/Object

Name of Person Doing Hot Work

I certify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual

There are no safer ways of effectively/efficiently doing this job.

Required Precautions Checklist

- Available Sprinklers, hose streams, and extinguishers are in service/operable
- Hot Work equipment in good repair

Requirements within a 35 foot "sphere" of work:

- Flammable liquids, dust, lint, and oil deposits removed
- Explosive atmosphere in area eliminated
- Floor swept clean
- Fans and conveyors isolated or shut down
- Combustible floor wet down, covered with damp sand or fire-resistant sheets
- Remove other combustibles where possible. Otherwise protect with fire-resistant tarps or metal shields
- All wall and floor openings covered
- Fire-resistant tarps suspended beneath work

Work on walls/ceilings or enclosed equipment:

- Construction is noncombustible and without combustible covering or insulation
- Combustibles on other side of walls moved away
- Enclosed equipment cleaned of all combustibles
- Containers purged of flammable liquids/vapors

Fire watch/hot work area monitoring requirements:

- Fire watch will be provided during and for ___ minutes after work, including all coffee or lunch breaks
- Fire watch is supplied with suitable extinguishers, charged small hose
- Fire watch is trained in the use of this equipment and in sounding alarm
- Include additional watch for adjoining areas, above, or below
- Monitor hot work area periodically for ___ hours after job is completed

Other precautions taken:

- Confining Space or Lockout/Tagout permit required
- Area smoke or heat detection had been disabled
- Other

THIS PERMIT IS GOOD FOR ONE DAY ONLY!
WARNING!
HOT WORK IN PROGRESS
WATCH FOR FIRE!

IN CASE OF AN EMERGENCY:

CALL:

AT:

WARNING!