

***Facilities Management
Operations and Maintenance***

Procedure Title: **Hot Work**
Effective Date: July 21, 2015
Last Review Date:

I. Purpose

Establish the minimum Safety requirements for performing hot work during maintenance, construction, fabrication or other activities meeting the definition of hot work.

II. Regulations

- A. 29 CFR 1910 Subpart Q: Welding, cutting and brazing
- B. NFPA 52B (Fire Prevention during welding, cutting and other hot work)

III. Applicability

This policy applies to all employees and contractors working under the supervision of Coppin State University.

IV. Policy

A. Responsibilities

1. Safety and Environmental

The Safety and Environmental Area is responsible for developing and reviewing safety and health policies to comply with all applicable federal and local regulations.

The Safety and Environmental Manager has the authority to stop work if imminent or unsafe work practices are observed in any health and safety issues, including hot work operations.

2. University Employees

All CSU employees are expected to follow the provisions in this policy. Also, they need to ensure that all individuals conducting hot work operations perform the work in a safe manner.

3. Contractors

All contractors performing work for CSU must adhere to all federal and local regulations as well as any other CSU specific policies. Violation to any policy will cause the contract to be terminated.

B. Procedures

- 1. Hot work cannot be performed in areas that contain any type of flammable materials or in the presence of potentially explosive atmospheres.



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2. Before hot work operations begin, a Hot Work Permit must be prepared and signed by authorized supervisor. The Hot Work Permit can be obtained from the Safety and Environmental Manager.
3. Provide detailed information:
 - i. Date of hot work operations
 - ii. Specific building, floor, and room number
 - iii. Name of person performing hot work operations
 - iv. Name of CSU staff requesting the hot work operations
 - v. Date and time when the hot work operations start.
 - vi. Get the appropriate signatures:
 - a. Permit authorizing individual
 - b. Person doing hot work
 - c. Fire watch
4. The Warning page must be posted close to where the hot work operations are taking place.
5. After the hot work operations are finish, the fire watch needs to make sure that there is no fire hazard.
6. To close out the permit the fire watch must do the final checkup. This final checkup is performed at a minimum of 30 minutes after the hot work operations are finished.
7. Complete the permit and gather the require signatures.
8. The close out permit must be return to the Safety and Environmental Manager.

V. Enforcement

Violations of this policy may result in disciplinary actions as stated in Article 26 of the MOU and/or termination of contract.

Signature:  Date: July 21, 2015
Maria del R. Castro
Safety and Environmental Manager

Signature:  Date: July 21, 2015
John C. Barratt
Associate Director
Facilities Operations and Maintenance

Attachments



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HOT WORK PERMIT

All temporary operations involving open flames or producing heat and/or sparks require a Hot Work Permit. This includes, but is not limited to brazing, cutting, grinding, soldering, thawing and welding.

INSTRUCTIONS FOR FIRE SAFETY SUPERVISOR

1. Verify precautions listed at right (or do not proceed with the work if they are not in compliance).
2. Complete page 1 and retain for job files.

Post page 2 in vicinity of hot work.

Date: _____

Location/Building &

Floor (be specific): _____

Name of person
doing Hot Work: _____

The above location have been examined, the precautions checked on the Hot Work Checklist have been taken to prevent fire, and is authorized for this work.

Signature: _____
(Permit Authorizing Individual)

Signature: _____
(Person doing Hot Work)

Signature: _____
(Fire Watch)

Date and Time
hot work start: _____

FIRE WATCH SIGN OFF

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.

Signature: _____

Final checkup (minimum 30 min after hot work)
Work area was monitored for _____ hour(s) following hot work and found fire safe.

Signature: _____

HOT WORK CHECKLIST

- Sprinklers and hose streams in service/operable.
- Hot work equipment in good condition (e.g., power source, welding leads, torches, etc.)
- Multi-purpose fire extinguisher and/or water pump can.

REQUIREMENTS WITHIN 35 FEET OF WORK

- Dust, lint, debris, flammable liquids, and oily deposits removed; floors swept clean.
- Explosive atmosphere in area eliminated.
- Combustible floors (e.g., wood, tile, and carpeting) wet down, covered with damp sand or fire blankets.
- Remove flammable and combustible material where possible. Otherwise protect with fire blankets, guards, or metal shields.
- All wall and floor openings covered.

WORK ON WALLS OR CEILINGS

- Combustibles moved away from other side of wall.

WORK IN CONFINED SPACES

- Confined space cleaned of all combustibles (example: grease, oil, flammable vapors).
- Containers purged of flammable liquids/vapors.
- Follow confined space guidelines.

FIRE WATCH/HOT WORK AREA MONITORING

- Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.
- Fire watch is supplied with an extinguisher, and/or water pump can, also making use of other extinguishers located throughout work area.
- Fire watch is trained in use of this equipment and familiar with location of sounding alarm.
- Fire watch may be required for opposite side of walls, above, and below floors and ceilings.

OTHER PRECAUTIONS TAKEN



WARNING

HOT WOK IN PROGRESS

WATCH FOR FIRE!

IN CASE OF AN EMERGENCY CALL

PUBLIC SAFETY AT 410-951-3900 OR 911

JOHN BARRATT AT 410-951-3773

AND/OR

MARIA DEL R. CASTRO AT 410-951-3771