

HOT WORK PROGRAM

POLICY:

Users of heat/spark generating tools including arc welding, oxygen-acetylene torch, soldering/ brazing torches, grinders, cutting wheels/discs, etc. shall use the precautions as outlined in the Hot Work program to prevent the accidental ignition of fires within the School of Medicine buildings and grounds.

SAFETY PRECAUTIONS AND WORK REQUIREMENTS:

1. All cutting, welding and hot work shall be performed taking the following necessary precautions and requirements:
2. Fire sprinkler system shall be in service (if area is sprinkled) except when welding near fire sprinkler heads.
3. Cutting and welding equipment is in good repair, and tanks and cylinders are properly restrained in a cart, caddie, or to a wall or structure.
4. Supervisors are to ensure that welders are properly trained in the safe use of the specific equipment.
5. Worker is informed of the Fire Safety Protocols concerning emergency fire response.
6. Floors shall be cleared of combustibles within a 35 foot radius.
7. Combustible floors are to be wet, or covered with a fire resistive material such as a fire blanket or wet sand.
8. Flammable and combustible liquids are removed from the immediate area, and other combustible materials are either removed, or covered with a fire resistive material.
9. Explosive atmospheres are removed prior to welding.
10. The supervisor shall ensure that a fire watch shall be maintained throughout the entire one (1) hour period after heat/spark operations have stopped.
11. The permit requester is to notify Security Services once the work and their initial fire watch of the required one (1) hour period is complete.
 - a. Fire watch shall be supplied by the organization doing the hot work, and shall be supplied with an ABC Fire extinguisher of at least A-3:40-B:C rating. Never remove a fixed building fire extinguisher. Contractors are responsible for providing their own extinguishers. The fire extinguisher(s) must have a current inspections tag and the pull pin must be secured in place.
12. If possible, work is to be done in a location where maximum fire safety can be achieved, i.e., a designated welding booth. Designated welding booths are exempt from these regulations.
13. Ducts, conveyors, floors and wall openings that may carry sparks or fumes to another location will be suitably protected, or shut down.
14. When cutting or welding is done near a combustible wall, partition or ceiling, the surface shall be protected from ignition on both sides of the wall, partition or ceiling.
15. Visual shielding shall be provided to protect other workers and the general public from the viewing of arc flash.
16. Fume control shall be used to decrease exposure to fumes generated during welding.
17. All emergency exits are unobstructed and accessible.
18. Supervisors, project managers and employees who are charged with health and safety responsibilities shall stop hot work activity, if the necessary precautions listed on the right side of the permit or other health and safety requirements cannot be met.
19. Work shall not resume until all necessary precautions and requirements are met.
20. Failure to follow policy may result in disciplinary action that may include dismissal.
21. Failure to follow these requirements by departments and contractors may result in being held financially responsible for property loss, penalties or fines.

PROCEDURE:

1. It is the responsibility of the contractor or worker to submit a Shutdown Request for Fire Alarm System at least 7 days in advance.
2. Operations & Maintenance will perform a site survey to determine affected fire alarm devices and submit a Fire Alarm System shutdown procedure with Security Services.
3. A copy of the approved Fire Alarm System shutdown procedure is provided to the contractor or worker for reference when calling in for daily activation/deactivation.
4. On each day that hot work is being performed, the contractor or worker performing the hot work must acquire a blank HOT WORK PERMIT from the Security Operations Center.
5. The contractor performing the hot work completes the HOT WORK PERMIT form and submits it to Operations and Maintenance Chief or Assistant Chief Engineer for review and approval.
6. The contractor performing the hot work returns the top copy of the HOT WORK PERMIT to the Security Operations Center.
7. The contractor performing the hot work, or the general contractor, requests that Security activate the Fire Alarm Shutdown procedure, providing the Building name and the Project description. Reference the copy of the approved Fire Alarm System shutdown procedure.
8. Once Security confirms that the Fire Alarm System shutdown is activated, the contractor may proceed with the work, following all safety guidelines detailed on the Hot Work Permit. Additional preparation or precautions may be required depending on conditions such as ventilation, sight exposure, proximity of the general public, etc.
9. The HOT WORK PERMIT card must be displayed in the immediate work area during the entire hot work period. Each work area will require a separate HOT WORK PERMIT.
10. When the work is complete, and the required fire watch period has been completed, the contractor performing the hot work returns the permit card to the Security Operations Center.
11. The contractor performing the hot work, or the general contractor must request that Security deactivate the Fire Alarm Shutdown.
12. Welders, torches, grinders and other tools used in hot work producing heat or sparks must not be left setup or exposed to the general public when work is not taking place.



HOT WORK PERMIT

NAME OF COMPANY

DATE	TIME ISSUED	PERMIT EXPIRES	AM PM
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LOCATION/BUILDING & FLOOR (Be Specific)

NAME OF PERSON AUTHORIZING HOT WORK

PERSON (S) PERFORMING HOT WORK

DESCRIPTION OF WORK BEING PERFORMED

PERSON (S) PERFORMING FIRE WATCH

OTHER INFORMATION:

PRECAUTIONS CHECKLIST

Y N/A

Security has been contacted to ensure that sprinkler systems are not impaired.

Requirements within 35 ft. (11m) of work

Flammable liquids, combustible dust, and oily deposits removed.

Explosives atmosphere in area eliminated.

Floors swept clean.

Combustible building construction covered with fire resistive covering.

Remove other combustible materials where possible. Otherwise protect them with fire-resistive coverings.

All wall, floor, and machinery openings covered.

Fire-resistive tarpaulins suspended beneath work.

Electrical cable trays and switch gear protected with fire-resistive tarpaulins or metal shields.

Ducts and conveyors, systems cleaned, protected and/or shut off.

Work on walls or ceilings

Construction is noncombustible and without combustible covering or insulation.

Combustibles on other side of walls moved away or a fire watch provided on the opposite side of the wall from the work.

Work on enclosed equipment

Enclosed equipment cleaned of all combustibles.

Container purged of flammable liquids/vapors.

Pressurized vessels, piping and equipment removed from service, isolated and vented.

Fire Watch / Hot Work area monitoring

Fire watch will be provided during and for 60 minutes after hot work is completed.

The hot work area will be periodically inspected during the three hours after the fire watch leaves the high hazard area.

Proper class of extinguisher must be within 10 feet.

Fire watch is trained in their duties.

Fire watch is required for adjoining areas above & below.

OTHER PRECAUTIONS TAKEN

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