

**UNIVERSITY OF ROCHESTER  
ENVIRONMENTAL HEALTH & SAFETY**

<b>Policy No.: FS 005</b>	<b>Approved by: Mark Cavanaugh</b>
<b>Title: Hot Work Procedures</b>	<b>Date: 4/25/08</b>
<b>Revision No.: 1</b>	<b>Page 1 of 4</b>
<b>Prepared by: Matthew D. Morley</b>	

**I. PURPOSE**

A hot work permit is the means by which the Environmental Health and Safety department, division of Fire Safety of the University of Rochester can keep track of construction activities that pose a risk and involve hot work. The system provides a checklist for fire safety, teaches and reminds contractors and facilities of their safety responsibilities before, during and after any hot work is performed.

**II. PERSONNEL AFFECTED**

University of Rochester Facilities Operations  
Non University construction personnel working at all University properties  
University of Rochester Fire Safety Personnel (enforcement group)

**III. DEFINITIONS**

**EH&S**- Environmental Health & Safety

**Hot Work**- Is considered any operations that will generate heat, sparks, or flame. They include, but are not limited to, grinding, soldering, welding, cutting, brazing Operations including welding, cutting, soldering, brazing, grinding, torch applied roofing, hot riveting, outdoor charcoal cooking or any other operation involving a flame or sparks for construction/ demolition or repair activities. Not included items or activities include candles, and pyrotechnics.

**Hot Work Area**- The area exposed to the sparks, hot slag, radiant heat convective heat, conduction heat, or flame generated by the hot work operations taking place. This includes the immediate work area as well as areas adjacent to and above and/or below the work area

**Hot Work Permit**- I the approval given to the responsible person in order to complete the required hot work. No hot work shall be performed until a permit is issued. The responsible person shall be on the approval list in order to have a permit issued to them. The permits are granted in written format. Verbal permits will be issued in emergencies.

**Responsible person (Fire Watch)**- Fire watch is a qualified person who ensures a continuous and systematic surveillance of a building or portion of the building or activity. They function as the fire alarm system to report fires or similar emergencies to University Security and to initiate evacuation of a building if a fire or emergency occurs. Fire watch personnel must be trained in the University's

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Procedure for Reporting Fire Emergencies and must possess a means to communicate with security Communications Center.

Specific shop/work area operated by the Facilities Department that is exempt from obtaining the permit required for performing hot work. The hot work shall be restricted to within the shop/work area only due to daily work requirements. These areas shall be inspected and approved by the University Fire Marshals Office and follow all guidelines established.

**IV. RESPONSIBILITIES**

It is the responsibility of the qualified responsible person (fire watch) to request a hot work permit from the University of Rochester Environmental Health and Safety Department at least 24 hours in advance, unless it is an emergency.

The EH&S representative will then fill out a permit and maintain a log of all permits at the EH&S office.

The permit will be given to the responsible person at the hot work site where an inspection of the site will be done to ensure that; hot work equipment is in good repair, flammable gasses, liquids, and dusts are removed, an appropriate extinguisher is onsite and in good working condition, combustibles that are within 35' of the work area(s) are moved or if they cannot be moved shall be covered with fire retardant welding blankets and curtains, and all other applicable precautions listed on the permit are met.

Providing the required 10 lb ABC type fire extinguisher is the responsibility of each person performing hot work at every site, an extinguisher that is in the area provided by the U of R is not acceptable.

The responsible person will be onsite during hot work procedures and for a minimum of 30 minutes after hot work has stopped to monitor for fire and unsafe conditions.

During times of welding or torch cutting a second person to perform fire watch at the site is required, a third person shall be required if there is a risk of sparks, flames or heat penetrating through floors or walls. The fire watches sole responsibility is to watch the area during hot work activity. The fire watch can and shall stop all hot work activities if an unsafe condition arises.

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If hot work is being conducted in an area where explosive vapors could accumulate, such as a battery room, adequate ventilation shall be provided before work starts and air monitoring may have to be conducted.

It is the contractor's responsibility to ensure their employees receive the required OSHA fire extinguisher training annually. University facilities employees receive the required OSHA fire extinguisher training during their annual EH&S Safety training.

Hot work operations shall be suspended when a sprinkler system is impaired and additional precautions may be required if a fire alarm system is impaired.

**V. PROCEDURES**

Any contractor or employee wishing to do hot work must first become a qualified fire watch/responsible person. He/she shall contact the EH&S department of the University of Rochester and schedule a time to review the hot work safety videos and take the proceeding quiz.

In order for a person to remain qualified to conduct hot work within the University they have to have requested a permit from our office within the past year and demonstrated the safety requirements on the permit and this procedure.

Once qualified the responsible person can then contact EH&S at least 24 hours in advance of any hot work activities to request a permit. In the event of an emergency EH&S shall be contacted before performing any hot work, and the responsible person shall wait until they hear back from EH&S. For emergency or off-hours work permit requests, the individual requesting the permit shall contact Security at 275-3333. The dispatcher shall take the information and then contact the proper representative from EH&S for the permit approval. Permits can be issued for up to a week, unless specific times have been determined and is up to the responsible person to call EH&S to ask for a renewal, which will be issued on a new permit tag, exceptions can be made at the direction of EH&S. Hot work permits shall be posted at the hot work site in a conspicuous location or be kept with the individual doing the work if there are multiple locations.

If EH&S concludes a fire watch was not required for that activity, someone must still inspect the site 30 minutes after the hot work activity to make sure no materials are smoldering

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**VI. REFERENCES**

New York State Fire Code Chapter 26 Welding and Other Hot Work  
NFPA 51B Fire Prevention During Welding, Cutting, and Other Hot Work  
NFPA 241 Chapter 5, Section 5.1 Hot Work  
NFPA 51B

**VII. APPENDICES/FORMS**

**VIII. REVISION HISTORY**

Date	Revision No.	Description
5/2/08		Merged documents