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**Policy Name:** Hot Work Permitting

**Policy Number:** F-6

**Functional Area(s) Responsible:** Administration & Finance

**Owner(s) of Policy:** Environmental Health & Safety

**Most Recent BOT Approval Date:** April 2022

**Most Recent Review Date:** August 2024

**Most Recent Review/Revision Type:** ☒ none ☐ minor/non-substantive ☐ substantive/extensive

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### **Policy Statement:**

The College requires that all employees and contractors follow procedures to obtain a Hot Work Permit before performing any welding, brazing, soldering, torch cutting, chipping, grinding, and any other task that generates sparks or heat unless otherwise specified.

Only trained and qualified personnel who are familiar with required safety practices are authorized to perform hot work operations. Supervisors are responsible for ensuring that employees are properly trained and qualified before performing hot work.

### **Reason(s) for Policy:**

The College is committed to providing a safe working and learning environment for its employees and students. Potential health, safety and property hazards can result from the fumes, gases, sparks, hot metal and radiant energy produced during hot work. These and other hazards can be reduced through the implementation and maintenance of proper permitting procedures and other controls.

### **Applicability of Policy:**

This policy applies to all employees and contractors who perform hot work that includes, but is not limited to, welding, brazing, soldering, torch cutting, chipping, grinding, and any other task that generates sparks or heat.

### **Definitions:**

Hot Work - any work that produces open flames, hot slag, sparks, or radiant heat. The New York State fire code defines hot work as operations including cutting, welding, Thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch applied roof systems or any other similar activity.

Fire watch - a trained individual stationed in the hot work area who monitors the work area for the beginning of potential unwanted fires both during and for at least 30 minutes after completion of hot work. Individuals must be trained and familiar with methods to activate building fire alarms.

### **Related Documents:**

- 29 CFR Part 1910, Subpart Q
- New York State Fire Code

### **Procedures:**

Hot Work Permit Procedure

A permit shall be obtained from Environmental Health & Safety (EHS) before performing any hot work. EHS will maintain a log of all permits issued. Persons performing hot work and signing permits must have completed the appropriate training. The person conducting the hot work will complete the permit and meet all its requirements. Upon completion of the work, the permit must be "closed" by contacting Environmental Health & Safety the same day the work is completed and forwarding a copy of the closed permit within 24 hours.

If contractors are to conduct hot work in FLCC spaces, they must present evidence of compliance with a hot work program that meets or exceeds the requirements of 29 CFR 1910 Subpart Q.

#### Hot Work Permits

Employees and contractors are to post hot work permits in the area where hot work is performed. When the hot work is accessible to persons who are not performing hot work, a caution sign must be posted in the work area.

#### Fire Protection

Cutting or welding shall not be permitted in the following situations:

- In the presence of flammable or explosive atmospheres
- In areas near the storage of quantities of readily ignitable materials
- In air handling units and ducts
- Outside of a regularly assigned welding area without an authorization
- In sprinkled areas while such protection is impaired

Portable fire extinguisher(s) must be available near the work area.

#### Precautions Before Welding

Before cutting or welding is permitted outside an assigned welding area, the area shall be inspected by the individual responsible for authorizing and cutting and welding operations, generally the welder's supervisor.

The supervisor shall designate precautions to be followed in granting authorization to proceed after assuring himself of the following:

- Combustible floors are kept damp, or protected by fire resistant shields. If combustible materials are on the floor (paper, wood shavings, etc.), the floor shall be swept clean for a radius of 35 feet. Where floors have been dampened, personnel operating arc welding equipment shall be protected from possible shock.
- Where practical, all combustibles shall be relocated at least 35 feet from the worksite. If relocation of combustibles to outside the 35-foot radius is impractical, flame retardant covers or guards must be provided. Edges of covers should be tight to prevent sparks from entering.
- Wall or floor openings or cracks within the welding area shall be tightly covered to prevent the passage of sparks or hot metal to adjacent areas.
- Cutting or welding on pipes or other metal in contact with combustible walls, partitions, or other structures shall not be undertaken if the work is close enough to cause ignition by conduction.
- Containers having held flammable or toxic liquids shall not have any hot work performed on them until they have been cleaned thoroughly. If doubt exists, contact Environmental Health & Safety for additional assistance.

#### Fire Watch

A fire watch is required during hot work activities and must continue for 30 minutes after completion of work whenever cutting or welding is performed in a location where other than a minor fire might develop, or where any of the following conditions exist:

- Overhead welding or cutting is being done.
- Appreciable amount of combustible material in building construction or contents closer than 35 feet to hot operation.
- Appreciable amount of combustible more than 35 feet away but easily ignited by sparks.

### Compressed Gases

Gas cylinders will be stored only in approved spaces where the danger of being damaged, knocked over, or tampered with is minimized. Cylinders shall be secured from falling. Oxygen cylinders shall not be stored in same location with cylinders of flammable gases or combustible materials unless separated by a distance of at least 20 feet or a fire-resistant partition at least 5 feet high with a one-half hour fire resistance rating. Control valves of cylinders not in use shall be covered by protective caps; when in use, they shall be unobstructed and immediately accessible to permit quick shut down in an emergency. Compressed gas cylinders shall be legibly marked identifying the gas content on the shoulder of the cylinder.

Table 1 - Areas and Activities Exempt from Hot Work Permits

Area or Activity	Stipulations
Art department – (Welding room only) for occasional student welding projects.	A hot work permit must be obtained for hot work activities outside of the Welding room.
Campus emergencies	Safe work practices outlined in this program must be observed.
Grounds shop (Welding area only)	A hot work permit must be obtained for hot work activities outside of the Grounds shop welding area

### Forms/Online Processes:

None

### Appendix:

None