Delaware State University

University Area Responsible: Risk and Safety Management

Policy Number & Name: 7-07: Hot Work Permit Program

Approval Date: 7/28/11

Revisions: 8/8/2013

Reviewed: 7/25/2013

Related Policies and Procedures: 7-02 Fire Prevention, 7-05 Lockout/Tag-out Policy, 7-29 Protective Equipment Hazard Assessment

1. Purpose

The purpose of this Program is to comply with the requirements set by OSHA/PEOSHA 29 CFR 1910.252, 29 CFR 1926.35 and NFPA Standard 51B, 1962 by establishing and enforcing written procedures that will prevent fire/accidents resulting from the use of equipment that produces open flames, heat and/or sparks during work assignments that require: brazing, cutting, grinding, soldering, thawing pipes, torch applied roofing and welding as well as other related assignments.

2. Scope

This Program applies to Delaware State University (DSU) employees and outside contractors who may be assigned or contracted to carryout hot work assignments throughout the University.
3. Procedures

3.1 If it is determined by a department supervisor that hot work must be performed, a Hot Work Permit must be obtained from the Safety/Risk Manager before any work begins. The Department of Public Safety will be notified in case of an emergency so that they may contact the fire department if necessary.

3.2 The permit must list written safety procedures, emergency telephone numbers, space for employee or contractor sign off, and space for a Department of Public Safety signoff.

3.3 The Hot Work Permit will only be valid for the date(s) and time specified on the permit.

3.4 Copies of the permit should go to the department supervisor and the Public Safety commander in charge at the time. A copy of the permit must also remain at the hot work location.

3.5 The hot work area must be prepared with atmosphere testing, shields, screens, warning signs, appropriate ventilation and personal protective equipment so that university employees and or contractors are protected from hazards generated by hot work such as heat, sparks, fumes, welding rays, etc. Outside contractors will be briefed about DSU’s Hot Work procedures during the contract negotiation and will abide by DSU safety policies.

3.6 Evaluate Hot Work Permit Program on a yearly basis and make necessary changes.

4. Responsibilities

4.1 The Safety Risk/Manager must:

4.1.1 Recognize his or her responsibility in the development and implementation of the Hot Work Permit Program for the safe usage of cutting and welding equipment at Delaware State University.

4.1.2 Approve or deny Hot Work Permits after having discussed with the department supervisor involved the reasons why such work is needed and having informed the Department of Public Safety in case an emergency should result from the hot work assignment.

4.1.3 Disseminate the Hot Work Permit Program procedures and maintain good communication with all parties involved.

4.1.4 Ensure that supervisors, cutters and welders are suitably trained in the operation of the equipment and the safe use of the process.

4.1.5 Establish areas for cutting and welding, i.e. maintenance shops with the assistance of Department Supervisors.

4.1.6 Make sure that hot work procedures are being implemented and followed in other areas;

4.1.7 Make sure that contractors follow University procedures for Hot Work.

4.1.8 Evaluate Hot Work Permit Program on a yearly basis and make necessary adjustments or changes.

4.2 Supervisor Responsibilities:
4.2.1 Identify necessary hot work at DSU and consult with Safety/Risk Manager.
4.2.2 Make sure that a hot work permit is obtained from the Safety/Risk Manager prior to the start of work.
4.2.3 Work out an emergency response plan with Safety/Risk Manager and Department of Public Safety.
4.2.4 Make sure that employees are adequately trained in the operation of hot work equipment and the safe use of the process.
4.2.5 Make sure that all employees and contractors are following the procedures established in the Hot Work Permit Program.
4.2.6 Inspect all hot work equipment (cutting and welding equipment, etc.) to make sure that it is in satisfactory working condition.

4.3 Employee Responsibilities:
4.3.1 Participate in training sessions.
4.3.2 Point out areas that may require hot work to supervisor.
4.3.3 Start work assignment only after having received a Hot Work Permit from Supervisor and applying all necessary hot work procedures including work area preparation to protect themselves and others from injury and use personal protection equipment. *Atmosphere testing must be carried out in order to determine whether or not it will be safe to use hot work equipment.
4.3.4 Identify and obtain all approved hot work equipment to be used.

4.4 A Hot Work Permit will be denied whenever:
4.4.1 Sprinkler protection is impaired.
4.4.2 Approved firefighting equipment is not readily available.
4.4.3 Combustible or flammable materials are within 35 feet and cannot be moved or protected.
4.4.4 Floor and wall openings cannot be covered.
4.4.5 Flammable vapors or gases are present.
4.4.6 Cutting or welding on pipes or other metals can conduct enough heat to ignite nearby combustible materials; or
4.4.7 Any condition that could result in undue hazards by performing the work is identified.