

Hot Work Permit Policy
for
University Operations and Contractor Operations

A Hot Work Permit will be issued for any temporary operations which involve open flames and/or compressed gases/supplied fuel. These operations include, but are not limited to: brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing, and welding.

RECEIVING A HOT WORK PERMIT

1. A University or Contractor employee performing work requiring a Hot Work Permit, must secure the permit from the Environmental Safety Office located at 1529 Brown Street NCR-EMD Building before any work is to begin. All brazing, cutting, grinding, soldering, thawing of pipes, torch applied roofing, and welding that requires an open flame and/or compressed gases and/or supplied fuel that is a temporary operation requires a hot work permit. Only those operations done in a permanent work site are exempt from the permit requirement. Permanent work sites must be approved by the Environmental Safety Office.
2. Upon receiving a Hot Work Permit, work cannot begin until the work site has been inspected by the contractor. The contractor must sign the permit verifying that the area has been examined and the precautions are checked on the Required Precautions Checklist of the Permit to prevent a fire. All applicable safety precautions on the permit checklist must be followed at all times during the hot work operation.
3. Persons doing Hot Work must indicate on the permit a start time. The permit must be posted at the work site for the duration of the Hot Work operation. After the Hot Work operation is complete, the permit must be returned to the Environmental Safety Office to indicate the job is complete. The contractor performing the work will check the work site approximately 4 hours after the work is completed for any hot spots or potential fire hazards from the work.
4. Long term jobs (of more than one day) may have a permit issued for the entire work schedule. The ESO will daily check the work site to ensure the safety of the Hot Work. If the work extends beyond the initial completion date, another Hot Work Permit must be secured for the additional work time.

Any additional, corrections, or suggestions to this policy may be submitted to the Environmental Safety Administrator for consideration. Any clarifications or questions about this policy can be directed to the ESO at 229-4503.