

Hot Work Program



Document Name: Fire and Life Safety – Hot Work Program

Document Number: 7418

Drafted: 10/10/08

Last Revised: 1/2/19

General Information

Fire prevention is an integral role in ensuring a safe campus for faculty, staff, students and visitors. This document provides written procedures to prevent the outbreak of fire, fire alarm activations, smoke, and odor migration in buildings resulting from any temporary operation involving the use of open flames or which produces heat and/or sparks. This includes but is not limited to brazing, grinding, cutting, torch soldering, thawing pipes, torch applied roofing and welding.

Applicability

This procedure applies to work performed by any Texas A&M University employee, student or contractor performing work in existing buildings, new construction in existing buildings or new construction attached to existing buildings. When hot work is performed outdoors, necessary precautions should be taken to ensure combustible materials have been cleared and the risk of fire has been eliminated. This procedure does not apply to new construction where there is no attachment to existing buildings or to areas that are specifically designed and equipped for such operations, i.e. maintenance shop areas and designed welding areas.

Projects under the management of SSC EDCS will utilize the Hot Work process within e-Builder.

Contractors with written safety programs and having a protocol for Hot Work that is equivalent to this program may utilize their program. Documents to be submitted to the AHJ for review.

Definitions

- 1. Authority Having Jurisdiction (AHJ)** – The organization, office or individual responsible for enforcing the requirements of a code, standard, or approving equipment, materials, an installation or procedure (NFPA 51B 3.2.2) – (Specifically TAMU EHS)
- 2. Fire Monitoring** - Provisions implemented to provide early warning of smoldering fire conditions in the hot work area following completion of the established fire watch time period (NFPA 51B 3.3.1)
- 3. 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 after hot work. Individuals must be trained and familiar with the operation of portable fire extinguishers and methods to activate building fire alarm systems (NFPA 51B 3.3.3)
- 4. Hot Work** - Any operation producing flames, sparks or heat including cutting, welding, brazing, grinding, sawing, torch soldering, thawing frozen pipes, applying roof covering etc. (NFPA 51B 3.3.4)
- 5. Hot Work Permit** - A special permit, which authorizes “Hot Work” activities at a specific location and time. The permit will be properly filled out, displayed on site and returned to the employee supervisor when the hot work is complete. Permits contain a checklist to be completed prior to commencing hot work activities and also the conclusion of the hot work.
- 6. Permit Authorizing Individual (PAI)** – The individual designated by management to authorize hot work (NFPA 51B 3.3.8)

Procedures

- Hot work should not be performed if the work can be avoided or performed in a safer manner; When practical, objects to be welded, cut or heated should be moved to a designated safe location, i.e. maintenance shops.
- If hot work must be performed, a Hot Work Permit must be completed
- All precautions on the Hot Work Permit must be met prior to any work commencing
- The supervisor or the employee performing the hot work will complete the permit

- The Hot Work Permit is only good for the date(s) specified on the permit
- A Hot Work Permit must be displayed at the work site during all hot work
- All building occupants must be suitably protected against hazards generated by the work. i.e. heat, sparks, fumes, welding rays, etc.
- Before hot work begins the following steps should be completed:
 - An appropriate fire extinguisher must be available and operable
 - Flammable and ignitable materials and debris must be moved at least 35 feet from the hot work area or covered and protected from the hot work by fire resistant material
 - Explosives, oxygen acetylene tanks, flammable liquids, compress gas cylinders or stored fuel must be moved at least 50 feet from the hot work area or covered and protected from the hot work by fire resistant material
 - Smoke and fire detectors in the immediate area of the hot work must be temporarily disabled until the hot work is completed. This can only be accomplished by contacting the Fire Alarm & Suppression Shop at 862-1285
 - Adequate ventilation is being used (especially when cutting or welding material with painted or metal coated surfaces). For questions or assistance, on ventilation issues, contact EHS at (845-2132)
 - Building occupants have been protected or isolated from the hot work area. If work impacts building occupants, the work must be coordinated with the building proctor
 - Cracks or holes in floors, walls, and ceiling (including ductwork) are properly covered or plugged.
 - Hot work equipment is operable and in good repair
 - Drums, barrels and tanks have been cleaned and purged of flammables and toxics, all tank feeds are closed and the tank vented
 - A fire watch is implemented if conditions warrant. If no fire hazards or combustible exposures are present a fire watch is not required
 - Workers and Fire Watch personnel are trained in the use of fire extinguishing equipment and how to activate the fire alarm system
- When hot work is complete the following steps should be taken:
 - The work area and any potentially affected surrounding areas are inspected for fire, fire damage or the potential for fire for a minimum of 30 minutes following completion of the hot work
 - Smoke/fire alarms that were disabled because of hot work are reactivated by contacting the Fire Alarm and Suppression Shop at 862-1285
 - Hot work permit is closed out
 - Completed permit is returned to workers supervisor who then submits the completed permit to be placed in hot work permit file at each location

Responsibilities:

Management

It is the responsibility of management to insure that this policy is implemented in those areas under their jurisdiction where applicable.

Environmental Health and Safety

- Develop written Hot Work program and revise the program as necessary
- Assist with Hot Work procedure training for supervisors
- Periodically audit operations, documentation and training

Safety Officers

- Be thoroughly familiar with the hot work procedures
- Implement the Hot Work program in your areas

Supervisors including Faculty and Instructors

- Be thoroughly familiar with the Hot Work procedures
- Identify employees who may perform hot work as defined in this procedure
- Provide Hot Work training to employees who perform hot work operations
- Maintain records of employee training
- Provide Hot Work Permits
- Collect and complete hot work permits to be filed
- Ensure compliance with procedures by employees

Employees

- Be thoroughly familiar with Hot Work procedures
- Follow all Hot Work procedures
- Complete Hot Work Permits
- Complete required training program

Students

- Be thoroughly familiar with Hot Work procedures
- Follow all Hot Work procedures
- Complete Hot Work Permits
- Complete required training program

Contractors

- Be thoroughly familiar with Hot Work procedures
- Follow all Hot Work procedures
- Complete Hot Work Permits
- Complete required training program

References

National Fire Protection Association 1 *Fire Code* Chapter 41 – Welding, Cutting, and Other Hot Work

National Fire Protection Association Standard 51B – *Standard for Fire Prevention During Welding, Cutting and Other Hot Work*, most recent edition

International Fire Code, 2018 Edition, Chapter 35 “Welding and Other Hot Work”

FM Global *Guide to Hot Work Loss Prevention*, Sixth Edition P9602