



Angelo State University
Operating Policy and Procedure

OP 34.27: Campus Hot Work Usage

DATE: June 12, 2017

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to provide guidance and regulation to use open flames and/or heat and/or spark producing equipment for the purpose of scheduled maintenance or construction on university owned property.

REVIEW: This OP will be reviewed in June every four years, or as needed by the director of risk and emergency management with recommended revisions forwarded through the vice president for finance and administration to the president by July 15 of the same year.

POLICY/PROCEDURE

1. Background

In recognition of the increased risk of fire surrounding the nature of hot work, the university is best served by having procedures in place to mitigate the potential risk to our property.

2. Definitions

“Hot Work” is considered any maintenance or construction work being conducted on university property that involves the use or operation of an open flame, heat producing equipment or spark producing equipment. This definition includes, but is not limited to: brazing, cutting, grinding, soldering, unfreezing pipes, torch-applied roofing and welding.

“Fire” is considered any ignition of two sources to create combustion in a manner that creates a flame of any size or scope.

“Employee” is considered any individual that is employed by the university to complete a set of expectations associated with job responsibilities.

“Contractor” is considered any individual not employed by the university, who is completing work on university owned property.

3. Procedures

a. Prior to Hot Work

- (1) Employee or contractor should establish if hot work could possibly be avoided by performing work in an alternate manner.
- (2) Employee or contractor should obtain hot work permit(s) from facilities management or environmental health, safety and risk management (EHSRM) for each project involving hot work.
- (3) Employee or contractor should complete and take precautions as outlined in Part 1 of the hot work permit(s) which includes, but is not limited to, obtaining a fire extinguisher and having such equipment present at the area. Designated work areas should be free of combustible materials, hazardous fumes or other flammable/combustible materials and gases.
- (4) Employee or contractor should schedule a time and date with EHSRM to conduct an area risk assessment prior to approving the hot work permit(s), time permitting.
- (5) The hot work permit shall only be valid for the day it was issued. A new permit must be issued if the day to complete the job is changed or the job requires additional days to complete.

b. Start of Hot Work

- (1) Employee or contractor should hang hot work permit(s) in a highly visible area.
- (2) Employee or contractor should notify occupants in the immediate area of the use of hot works.
- (3) Employee or contractor should follow all National Fire Protection Association (NFPA) code precautions to the use of open flame, heat producing equipment, or spark emitting equipment. Appropriate NFPA/IFA code precautions are printed on the reverse side of the hot work permit(s) for reference.

c. After Completion of Hot Work

- (1) Employee or contractor should notify EHSRM that the work is completed.
- (2) Employee or contractor must monitor the hot work area for not less than 1 hour after the work is completed, including breaks and lunch times. This monitoring includes, but is not limited to, periodically checking on area affected by hot work and mitigating any potential increased risk.
- (3) EHSRM will retain hot work permit(s) applications, both approved and denied, for record keeping purposes for no less than 30 days from application date.

d. **Emergency Verbal Permit Approval for Use of Hot Work**

- (1) It is understood that hot work may be needed in the correction of emergency work to restore critical university functions such as the use of an open flame to unfreeze pipes in a building during the winter.
- (2) With this understanding that emergency hot work may be needed on an immediate basis, facilities management shall issue an emergency hot work permit(s) on the basis of need and duration. Emergency hot work permit(s) can be issued verbally by facilities management or EHSRM, but the employee or contractor must file the appropriate paperwork as soon as possible to receive the hot work permit(s).
- (3) Emergency hot work permit(s) will be issued with an expiration of no later than 24 hours after the initial report of the emergency need for hot work is requested.
- (4) Emergency hot work permit(s) issued verbally by EHSRM or designee should be given with the understanding that all NFPA/IFA code precautions will be taken as if this was a non-emergency situation.

4. Annual Permits

a. **Annual Permit for Consistent Use of Hot Work**

Certain areas of the institution are required on a continual basis to use hot work generating equipment and will be issued an annual hot work permit. These areas include the agricultural education training center and facilities management central plant, plumbing shop, and welding shop. These particular areas will go through an annual inspection process prior to the issuance of a hot work permit from EHSRM. This annual inspection and permit request should take place between June 1st and August 1st of the same year.

5. Exempt Areas from Hot Work Permit Policy

a. **Academic Laboratory Areas**

Academic laboratory spaces using equipment such as, but not limited to, Bunsen burners and hot plates are exempt from the hot work permit operating policy and procedures because of the controlled nature of the environment in which hot work is being performed.

6. Emergency Notification

In the event of hot work producing a viable combustion of materials to create a fire larger than the size of a waste basket, or any fire that is not extinguished immediately, the employee or contractor should take appropriate action.

- Call 9-1-1,
- Activate the fire alarm,
- Notify occupants in the surrounding areas,

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- Notify the University Police Department, and
- Notify EHSRM of the incident along with providing the hot work permit number for reference.