HOT WORK PROGRAM

I. Purpose

The University has established a Hot Work Program to minimize the potential for a fire incident to occur as a result of Hot Work on campus. This purpose is consistent with the loss prevention approach of the EHS office.

II. Scope

The following procedures have been established to ensure that Hot Work will be done safely on Brown University property. The program establishes procedures, responsibilities, and a permit system to support safe work.

III. Application

The Hot Work Program will be followed whenever there is a need for Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing, Welding or the use of Heat Guns in any of Brown University’s buildings or property.

IV. Definitions

Hot Work: The temporary operation involving open flames or which produces heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing, Welding and the use of Heat Guns.

V. Procedures

Notification must be made to the University Fire Safety Office (863-3462) a minimum of twenty-four (24) hours before any Hot Work is to take place in or on University property. Emergency work will be dealt with on an individual basis.

The individual(s) performing the Hot Work will be responsible for maintaining any fire watches (at all times) that are required. All fire watches are required to be maintained for a minimum of 60 minutes after all Hot Work has finished.

In buildings without smoke detection, the area where Hot Work has been performed will be inspected for a period of 4 hours. The person(s) doing the work or a hired detail, which may be Brown Public Safety, will accomplish this fire watch.

A charged 10 lb. ABC dry powder fire extinguisher will be in the in the area of the Hot Work at all times. If necessary, the fire extinguisher may be borrowed from the Fire Safety Office if one is not available on the site.

A "Warning-Hot Work In Progress-Watch For Fire" sign must be posted in the Hot Work area while work is in progress. This sign is located on the back of the Hot Work Permit issued by the University Fire Safety Office.
VI. Responsibilities

**Persons Performing Work (University Employees and Contractors) will:**

1. Obtain Hot Work Permit from the University Fire Safety Office. Read and check all requirements before starting any Hot Work operation.
2. Make necessary arrangements for equipment shutdowns to prevent false fire alarms. Call FM Service Response at 3-7800 to request a fire alarm or sprinkler system shutdown.
3. Set up a fire watch for the area while hot work is in progress and for at least 60 minutes after its completion.
4. Provide a 4-hour fire watch is required for areas without smoke detection.
5. Return completed Hot Work Permit to the Fire Safety Office after project is done.

**EHS – Fire Safety will:**

1. Develop and revise this policy as needed.
2. Respond to locations whenever a fire safety problem exists, to provide advice.
3. Ensure the presence of fire protection equipment in all Hot Work areas.
4. Ensure that all University fire watch personnel are proficient in the use of fire extinguishers.
5. Issue **Hot Work Permits**, upon request.
6. Provide training to Facilities on the issuing of Hot Work Permits.

**Facilities Management will:**

1. Obtain Hot Work permits from the University Fire Safety Office for their work or the work of their hired contractors, as needed.
2. Supervisors may issue Hot Work Permits after the Fire Safety Office has provided specific training for issuing Hot Work Permits in conformance with this program.
3. Provide fire alarm system and sprinkler system shut downs, as needed.
4. Make notification to Brown Public Safety and the Fire Safety Office when any fire alarm or sprinkler equipment is shutdown, and again when the equipment is restored to normal condition.
5. FAX the Hot Work Permit to the Fire Safety Office (863-3417).

**Public Safety will:**

1. When requested by the University Fire Safety Office or Facilities Management Project Managers, provide a 4-hour Fire Watch in areas where hot work has occurred and smoke detection does not exist.
2. Contact the Fire Safety Office for fire extinguisher use training for Public Safety employees, as needed.
3. Receive calls of alarm/sprinkler shutdowns and restorations and relay that information to Providence Fire Department.
APPENDIX A

Hot Work Permit
### HOT WORK PERMIT

**BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED? IS THERE A SAFER WAY?**

This Hot Work Permit is required for any temporary operation involving open flames or which produces heat and/or sparks. This includes, but not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing, Welding and the use of Heat Guns.

### PART 1

**INSTRUCTIONS**

1. University Safety Representative:
   A. Verify precautions listed at right (or do not proceed with the work).
   B. Complete and retain PART 1.
   C. Issue PART 2 to person doing job.

**HOT WORK BEING DONE BY:**

- [ ] EMPLOYEE____________________________________
- [ ] DEPARTMENT__________________________________
- [ ] CONTRACTOR_________________________________
- [ ] SITE FOREMAN________________________________
- [ ] PROJECT MANAGER____________________________

**DATE**

**LOCATION / BUILDING & FLOOR**

**NATURE OF JOB**

Required safety precautions have been done.

**Signature of responsible person**

Permission is given to do this work, provided required precautions have been done.

SIGNED: (EHS)

**PERMIT EXPIRES:**

**DATE**

**TIME**

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### REQUIRED PRECAUTIONS CHECKLIST

- Available sprinklers, hose streams and extinguishers are in service.
- Hot Work equipment in good repair.

**WITHIN 35 FEET OF WORK**

- Flammable liquids, dust, lint and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean of combustibles.
- Combustible floors wet down, covered with damp sand, metal or fire-resistive tarpaulins.
- Remove other combustibles or protect with fire-resistive tarpaulins or metal shields.
- All wall and floor openings covered.
- Fire-resistive tarpaulins suspended beneath work to collect sparks.

**WORK ON WALLS OR CEILINGS**

- Construction noncombustible and without combustible covering.
- Combustibles moved away from other side of walls.

**WORK ON ENCLOSED EQUIPMENT**

- Equipment cleaned of all combustibles.
- Containers purged of flammable vapors.

**FIRE WATCH**

- Fire watch to be provided during and for 60 minutes after work in all areas.
- Fire watch to be provided for 4 hours after work in areas without smoke detection.
- Supplied with appropriate extinguisher(s).
- Trained in the use of equipment and in sounding fire alarm.
- Fire watch may be required for adjoining areas above and below.

### OTHER PRECAUTIONS TAKEN

Any resulting fire alarm, fire and subsequent University penalty or fine is the responsibility of the employee or contractor doing the work.

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Rev.7/22/2003 wrw
**WARNING**

**HOT WORK IN PROGRESS WATCH FOR FIRE**

**PART 2**

**INSTRUCTIONS**
1. Person doing Hot Work: Indicate time started and post permit at Hot Work location. After Hot Work, indicate time completed and leave permit posted for fire watch.
2. Fire Watch: Prior to leaving area, do final inspection and sign permit.
3. Return completed permit to Project Manager or Risk Management before leaving campus.

**HOT WORK BEING DONE BY:**
- **EMPLOYEE_____________________________________
- **DEPARTMENT__________________________________
- **CONTRACTOR_______________________________
- **SITE FOREMAN________________________________
- **PROJECT MANAGER___________________________

**DATE**

**LOCATION / BUILDING & FLOOR**

**NATURE OF JOB**

Required safety precautions have been done.

Signature of responsible person

Permission is given to do this work, provided required precautions have been done.

SIGNED: (EHS)

**PERMIT EXPIRES:**

**DATE** **TIME**

**TIME STARTED:** **TIME FINISHED:**

**REQUIRED PRECAUTIONS CHECKLIST**
- Available sprinklers, hose streams and extinguishers are in service.
- Hot Work equipment in good repair.

**WITHIN 35 FEET OF WORK**
- Flammable liquids, dust, lint and oily deposits removed.
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- Supplied with suitable extinguishers
- Trained in the use of equipment and in sounding fire alarm.
- Fire watch may be required for adjoining areas above and below.

**OTHER PRECAUTIONS TAKEN______________________

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WARNING!
HOT WORK IN PROGRESS
WATCH FOR FIRE

IN CASE OF AN EMERGENCY

CALL: 863-4111
PUBLIC SAFETY

WARNING!