



# Glen Hills Primary School

## Hot Works Policy

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### **Purpose**

To establish procedures defining a system of control that will allow work involving possible sources of ignition to be carried out safely, eliminating the danger of fire to surrounding areas in accordance with NYS Fire Code Chapter 26, OSHA laws and good practices.

### **Policy**

A [Hot Work permit](#) will be required for any activity that requires the use of a flame or generates sufficient heat or sparks that might serve as a source of ignition. See definition of "Hot Work" below. This policy applies to indoor and outdoor work on any SUNY ESF property.

Persons performing Hot Work and signing permits must have completed training provided by the Environmental Health and Safety Office. The person conducting the Hot Work will complete a permit and meet all of its requirements. A trained supervisor or the Environmental Health and Safety Officer will review completed permits and the affected area before signing the permit and allowing Hot Work to begin.

Cold cutting and attachment methods are preferred to Hot Work whenever possible.

This Hot Work policy and permit process applies to contractors as well as employees. Permits provided to contractors are to be issued by the ESF representative managing the project or the Environmental Health And Safety Officer.

Where the Hot Work area is accessible by the public, conspicuous signs shall be posted stating: "CAUTION – HOT WORK IN PROGRESS – STAY CLEAR".

No Hot Work can be performed in a "Confined Space" without approval of the Environmental Health And Safety Officer.

## Definitions

**Hot Work:** Any work that produces open flames, hot slag or sparks. The Fire Code defines Hot Work as cutting, welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch applied roof systems, or any other similar situation.

**Combustible:** A material capable of sustained burning when ignited and in the presence of air.

**Flammable:** A liquid having a flashpoint below 100 degrees Fahrenheit.

**Fire Watch:** A trained individual stationed in the Hot Work area who monitors the work area for the beginnings of potential, unwanted fires both during and after Hot Work for 30 minutes. Individuals must be trained and familiar with the operation of portable fire extinguishers and methods to activate building fire alarm systems. Fire Watch can have other assigned duties if these do not prevent him/her from being an effective Fire Watch.

**Confined Space:** A space that has the following characteristics:

- Is large enough and so configured that an individual can bodily enter and perform assigned work; and
- Has limited or restricted means for entry or exit; and
- Is not designated for continuous employee occupancy

## Procedure

A permit (appendix a) is required when any form of Hot Work is to be done. The permit is to be completed prior to the start of the work and may be valid for up to thirty days. Extended time permits are for single locations only.

A permit will be issued by the Environmental Health and Safety Office, a Hot Work trained supervisor, or ESF representatives who have been approved by the Environmental Health and Safety Officer to manage projects.

All permits are issued or renewed to the requestor in person after a review of the location of the Hot Work and the completed permit.

Requestor is responsible for preparing the work area daily according to the permit requirements prior to allowing any Hot Work. All areas for which a Hot Work permit is to be issued must be checked for combustible materials, flammable load, floor/wall penetrations, and fire alarm accessibility prior to the start of every Hot Work project, as well as for compliance with all requirements of the permit.

The requestor shall monitor the area for fire safe working conditions and see that a minimum of one portable fire extinguisher with a minimum 2-A:20-B:C rating shall be readily accessible within 30 feet. The discharge of any fire extinguisher shall be reported to the Environmental Health & Safety Office.

An additional person to act as a Fire Watch shall be available if conditions warrant. Factors to consider are the spread of ignition sources such as sparks and slag.

Hot Work is restricted as follows:

Hot Work is not allowed in:

- Areas where flammable vapors may be present within a minimum 50' radius.
- The immediate vicinity of any pipe line, valve, fitting, vessel, or equipment that contains or has contained a flammable or combustible liquid or gas without approval from the Environmental Health And Safety Officer.
- Areas where, when a gas meter test is done, the Lower Explosive Limit (LEL) reading is above 10% LEL.
- A confined space without approval of the Environmental Health And Safety Officer.

Floor openings or drains must be adequately covered to prevent slag or sparks from falling to the area below or entering drains. In the case of the work being performed in an elevated area, the area below shall be barricaded.

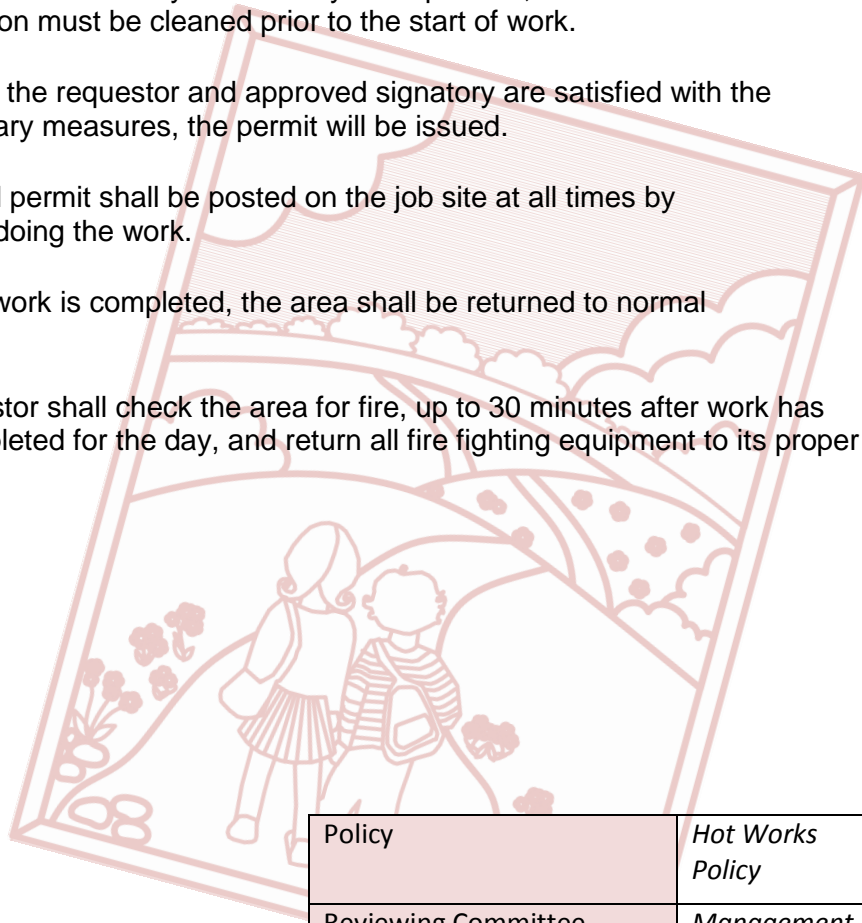
In areas where heavy dust may be present, the dust accumulation must be cleaned prior to the start of work.

When both the requestor and approved signatory are satisfied with the precautionary measures, the permit will be issued.

The signed permit shall be posted on the job site at all times by personnel doing the work.

When the work is completed, the area shall be returned to normal condition.

The requestor shall check the area for fire, up to 30 minutes after work has been completed for the day, and return all fire fighting equipment to its proper place.



Policy	<i>Hot Works Policy</i>
Reviewing Committee	<i>Management</i>
Last Reviewed	<i>2014</i>



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Name \_\_\_\_\_

Company \_\_\_\_\_

I have read the Hot Works policy and will adhere to the procedures and protocol outlined within the policy.

Signed \_\_\_\_\_

Date \_\_\_\_\_

