I. PURPOSE

To establish regulations and rules for the safe uses of open flames and spark producing equipment in state owned or leased facilities. Applicable regulations pertinent to this guide include OSHA 29 CFR 1910.252-.255 and NFPA 51B, and AIG Hot Work Requirements.

II. DEFINITIONS

Employee. The individual carrying out hot work as covered by this policy, regardless of whether the individual works for the University of Rhode Island, another state agency, or an outside vendor/contractor.

Hot Work. Work that involves some form of open flame that produces heat or sparks such as welding, torch cutting, arc cutting, soldering, or brazing; or hot riveting, grinding, and pipe thawing.

Supervisor. The individual overseeing the work of an Employee, regardless of whether the Supervisor works for the University of Rhode Island, another state agency, or an outside vendor/contractor.
III. POLICY

All hot work in URI facilities shall comply with the provisions of this policy and be permitted using the designated form, regardless of whether the work is performed by employees, contractors, or other parties. Any hot work being conducted without a valid Hot Work Permit will be immediately halted.

The University’s Coordinator of Fire & Life Safety shall have authority over all matters related to the hot work permitting process, including the right to order work stopped immediately if an appropriate Hot Work Permit has not been issued.

It is every employee’s responsibility to ensure that they have a current Hot Work Permit in place before undertaking any hot work task, and that the Hot Work Permit is closed out upon completion of that task.

IV. PROCEDURES

A. Issuing Hot Works Permits
   a. The AIG Hot Work Permit form is available from the Coordinator of Fire & Life Safety or may be downloaded from the AIG web site free of charge.
   b. The Hot Works Permit must be filled out by a qualified (trained) supervisor and issued to the individual performing the specified work, and only after the proper safety precautions have been taken (see below).
   c. Hot work permits are issued for a single shift. If work is not completed within a single shift, or by the date and time indicated on the permit form, a new permit must be issued.
   d. The supervisor will retain Part 1 of the Hot Work Permit as an indicator of an open Hot work Permit, and provide Part 2 to the employee.
   e. After the hot work has been signed off by the employee as completed, Part 2 of the permit should be re-attached to Part 1 to signify that work has been completed and the permit is closed out.
   f. Closed out permits shall be submitted to the Coordinator of Fire & Life Safety within three (3) business days for record-keeping.

B. Alarm Impairments
   a. Before a Hot Work Permit is issued, the issuing supervisor must review the potential for fire alarm or suppression system activation. URI’s Coordinator of Alarm Services should be consulted as necessary for this purpose.
   b. If there is a possibility of fire alarm or suppression system activation, an Alarm Impairment Permit must be requested from URI Alarm Services in accordance with the University’s Fire Protection System Impairment policy.
   c. Impairments to any URI fire alarm system shall be performed by a RI-licensed electrician or someone deemed qualified by URI’s Coordinator of Alarm Services.
   d. The cost of impairments and/or any false alarms shall be the responsibility of the department or contractor performing the work.
e. The Coordinator of Alarm Services shall be notified by telephone immediately
prior to any impairment and again when the system has been returned to
operational status following completion of the hot work.

C. Fire Protection

a. The work area may be inspected at any time by the Coordinator of Fire & Life
   Safety or his/her designee.

b. Before beginning any hot work task, employees and supervisors shall ensure
   that:
   i. All flammable liquids, dust, lint, and oily deposits have been removed
      from the work area.
   ii. Floors have been swept clean; Combustible floors have been wetted
       down, covered with damp sand, or fire-resistant sheets are in place.
   iii. Ducts and conveyors have been protected or shut down if there is a
        possibility that they might carry sparks to distant combustible
        materials.
   iv. All hot work equipment is in good working condition. (All leads,
       grounds, clamps, torches and cylinders shall be inspected before use.
       All fittings, couplings and connections must be tight. All hoses and
       leads shall be inspected frequently and replaced as necessary.)
   v. Any explosive atmosphere has been eliminated.

c. During any hot work operation, the following precautions will be followed:
   i. Welding leads and burning hoses shall be kept out of walkways as
      much as possible.
   ii. For gas welding and cutting operations, mixtures of fuel gas and air or
       oxygen must not be permitted except prior to consumption.
   iii. Only approved apparatus may be used, and portable cylinders of
       compressed gas must be properly secured to prevent upset.
   iv. The work area must be properly ventilated.
   v. All exposed combustible and flammable material within 35 feet of the
      point of operation shall be removed when possible. Otherwise,
      materials shall be protected with approved welding pads, blankets and
      curtains, fire resistant tarpaulins, or metal shields.
   vi. Cutting or welding on pipes or other metal in contact with combustible
       walls, partitions, ceilings or roofs shall not be undertaken if the work is
       close enough to cause ignition by conduction.
   vii. Cutting or welding shall be prohibited whenever an area contains or
      may contain flammable/explosive vapors. The prohibition may only be
      lifted when the area has been purged and cleaned and the area has been
      tested and shown to be free of a flammable/explosive mix.

D. Fire Watch

a. A minimum sixty (60) minute fire watch shall be maintained following the
   completion of any hot work assignment.
   i. If hot work is conducted in or near storage areas or other areas where a
      deep-seated fire could develop, an extended fire watch may be
      required (up 3/2 additional hours).

b. At the conclusion of the fire watch period, the individual responsible for the
   fire watch shall sign Part 2 of the Hot Work Permit.
c. The times referenced above are minimum times. The supervisor issuing the Hot Work Permit may increase the fire watch requirement if appropriate to the work being performed under a specific permit.

E. Supervisor Responsibilities
   a. The supervisor issuing the Hot Work Permit shall be responsible for ensuring compliance with this policy, including confirmation that:
      i. Available sprinklers, hose streams, and extinguishers are in service and operable, and that employees are trained in their use as well as in emergency procedures to follow should a fire occur.
      ii. Proper personal protective equipment (PPE) is used by workers in accordance with OSHA standards.
      iii. All fire prevention procedures and precautions are followed for protection of people and property including a fire watch and, if necessary, fire protection system impairment.
      iv. The Hot Work Permit is issued and closed out correctly as described herein.
   b. At least once while the Hot Work Permit is in effect, the issuing supervisor shall inspect the work area to ensure compliance with all safety measures.

By order of:

[Signature]

Stephen N. Baker, Director of Public Safety