

Policy on Hot Work Permitting

Policy Title	Hot Work Permitting
Policy Owner	Coordinator, Fire & Life Safety
Responsible Office	Department of Public Safety
Contact Information	Questions about this policy should be directed to the Coordinator of Fire & Life Safety (401) 874-7994.
Approved By	Senior Leadership Team
Effective Date	July 23, 2018
Next Review Date	July 23, 2020
Entities Affected by Policy	This policy shall apply to persons performing hot work on URI property whether leased or owned, regardless of whether that work is being performed by employees, contractors, or other parties.
Who Needs to Know About and Follow this Policy	URI Facilities, Capital Projects, Housing and Residential Life
Definitions	<p>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.</p> <p>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.</p> <p>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.</p>
Statutes, Regulations, and Policies Governing or Necessitating This Policy	State of Rhode Island, Fire Safety Code OSHA 29 CFR 1910.252-.255 National Fire Protection Association (NFPA) 51B: Standard for Fire Prevention During Welding, Cutting, and Other Hot Work
Reason for Policy/Purpose	To establish regulations and rules for the safe uses of open flames and spark producing equipment in URI owned or leased facilities.

Abstract	Requires that a “hot work” permit be issued and appropriate precautions taken for any work involving open flame and/or spark producing equipment on URI property. This serves to protect life and property while satisfying requirements of the State Fire Code and the University’s insurance carrier.
Related Procedures	Procedures for Hot Work Permitting
Procedures Owner	Coordinator, Fire & Life Safety

Policy Statement

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.