

PROCEDURES for Policy on Hot Work Permitting

Introduction

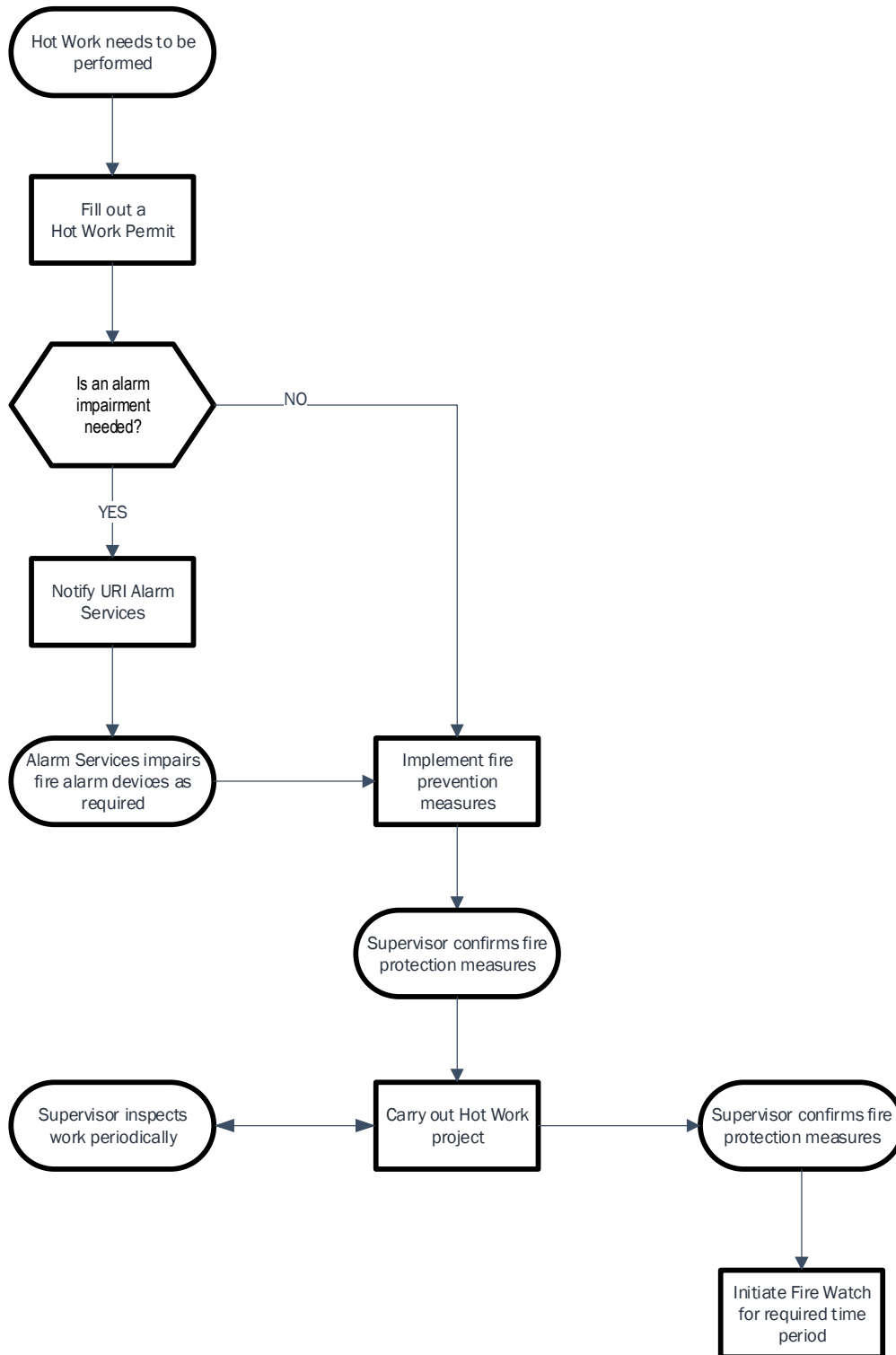
The University's Policy on Hot Work Permitting requires that a "hot work" permit be issued and appropriate precautions taken for any work involving open flame and/or spark producing equipment on URI property. This serves to protect life and property while satisfying requirements of the State Fire Code and the University's insurance carrier. These are the procedures established to ensure compliance with the Policy, and may be modified from time to time by the Coordinator, Fire & Life Safety.

Questions regarding these procedures should be directed to the Coordinator, Fire & Life Safety (401) 874-7994.

Procedures

1. Obtain a Hot Works Permit.
 - The Hot Work Permit form is available from the Coordinator, Fire & Life Safety. The Hot Work 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).
 - 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.
 - 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. 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.
 - Closed out permits shall be submitted to the Coordinator, Fire & Life Safety within three (3) business days for record-keeping.
2. Determine if a fire alarm impairment is needed.
 - Before a Hot Work Permit is issued, the issuing Supervisor must review the potential for fire alarm or suppression system activation. URI's Coordinator, Alarm Services should be consulted as necessary for this purpose. 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.
 - Impairments to any URI fire alarm system shall be performed by a RI-licensed electrician or someone deemed qualified by URI's Coordinator, Alarm Services. The cost of impairments and/or any false alarms shall be the responsibility of the department or contractor performing the work.
 - The Coordinator, 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.
3. Implement fire protection measures before and during work.
 - The work area may be inspected at any time by the Coordinator, Fire & Life Safety or his/her designee. Before beginning any hot work task, Employees and Supervisors shall ensure that:
 - All flammable liquids, dust, lint, and oily deposits have been removed from the work area.
 - Floors have been swept clean; Combustible floors have been wetted down, covered with damp sand, or fire-resistive sheets are in place.
 - Ducts and conveyers have been protected or shut down if there is a possibility that they might carry sparks to distant combustible materials.
 - 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.)

- Any explosive atmosphere has been eliminated.
- During any hot work operation, the following precautions must be followed:
 - Welding leads and burning hoses shall be kept out of walkways as much as possible.
 - For gas welding and cutting operations, mixtures of fuel gas and air or oxygen must not be permitted except prior to consumption.
 - Only approved apparatus may be used, and portable cylinders of compressed gas must be properly secured to prevent upset.
 - The work area must be properly ventilated.
 - 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 resistive tarpaulins, or metal shields.
 - 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.
 - 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.
- 4. Before Hot Work begins, the Supervisor issuing the Hot Work Permit shall be responsible for confirming that:
 - 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.
 - Proper personal protective equipment (PPE) is used by workers in accordance with OSHA standards.
 - 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.
 - The Hot Work Permit is issued and closed out correctly as described herein.
- 5. 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.
- 6. After completing Hot Work, initiate a Fire Watch for the minimum time determined by the Coordinator, Fire & Life Safety.
 - A minimum sixty (60) minute fire watch shall be maintained following the completion of any hot work assignment. 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 ½ additional hours). At the conclusion of the fire watch period, the individual responsible for the fire watch shall sign Part 2 of the Hot Work Permit.
 - 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.



Fire Watch Workflow (4/2018)

UNIVERSITY OF RHODE ISLAND