



ENVIRONMENTAL HEALTH & SAFETY DEPARTMENT

**HOT WORK PROGRAM**



**United States Department of Labor  
Occupational Safety & Health Administration**  
29 CFR 1910.252 – Welding, Cutting, and Brazing

**National Fire Protection Association (NFPA)**  
Standard 51B – Fire Prevention during Welding, Cutting, and Other Hot Work

# **Contractor Requirements**

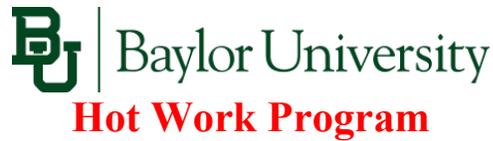
## **To Perform **HOT WORK** at Baylor University**

\* (Make sure you can meet these requirements before starting work.) \*

1. Hot Work conducted will be in conformance with OSHA, NFPA 51B, and the University Hot Work Program.
2. All OSHA mandated training for work must be completed by the contractor prior to work beginning. (Hot Work, Fire Watch, Fire Safety, Fire Extinguisher, HAZCOM, PPE, etc.) The required training is the responsibility of the contractor. The University EHS Campus Safety Manager and/or designee may request training records to verify compliance.
3. Contractor's "Competent Person" will assess the site and ensure all necessary steps of this program are fully carried out. An OSHA "competent person" is defined as "one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them" (29 CFR 1926.32(f)).
4. Contractor needs to be able to text, receive/send e-mails, take pictures, download, and send pictures of the worksite.

Contractor must take digital pictures of the hot work site to upload to the electronic permit prior to submission. Photographs must be descriptive of the surrounding areas adjacent to where the Hot Work is to take place. Hot Work Permit request and pictures should be submitted at least 24 hours prior to when work is scheduled to start if possible. Emergency Hot Work Permits can be requested by calling or texting the Campus Safety Manager for approval. Texting is the most efficient and timely method.

5. The HOT WORK PERMIT form is to be completely filled out for approval consideration. A photograph of the filled-out permit is to be sent along with the photographs of the HOT WORK area. Upon approval the permit is to be posted on the jobsite. A HOT WORK PERMIT is good for only one shift. If the job is going to take several days/shifts permits must be completed, approved, and posted for each.
6. Return the completed Hot Work Permit to the box located outside the EHS office (located behind the SLC), or to the BRIC office if work is performed there.
7. Failure to follow permit requirements will result in work stoppage until compliance demonstrated.



## **Program Statement**

This program establishes a permit authorization system to ensure all hazards are evaluated and appropriate safety measures and controls are taken prior to and during any hot work operation that uses an open-flame or spark-producing apparatus.

Best practice information located in the Occupational Safety & Health Administration's (OSHA) workplace standard, 29 CFR 1910 General Industry Standard, and the National Fire Protection Association (NFPA) code standard 51B, Fire Prevention in Use of Cutting and Welding Processes is always to be fully carried out.

## **Background**

Baylor University recognizes that there is a potential for injury to people and damage to property that can result from fire or sparks that arise when hot work is performed outside of a designated safe hot work area.

## **Individuals/Entities Affected by this Program**

Hot work operating procedures shall apply to Baylor University personnel and contract personnel conducting hot work at, in, and around all university-owned, leased, and/or occupied properties.

## **Exclusions**

This program does not apply to new construction and/or renovations where the university has not taken ownership from the General Contractor.

## **References**

Occupational Safety & Health Administration (OSHA), General Industry Standard  
29 CFR Subpart Q – Welding, Cutting and Brazing

National Fire Protection Association (NFPA)  
Standard 51B – Fire Prevention During Welding, Cutting, and Other Hot Work

Baylor University HOT WORK PERMIT

## **Contacts**

### Environmental Health & Safety Department

Campus Safety Manager / 254-709-1991 cell

### Department of Public Safety

Assistant Director of Emergency Management and Fire Safety / 254-710-7468 office

## **Definitions**

Refer to program reference documents.

## **Procedures**

Refer to program reference documents for clarification of how work is to be performed.

## **Responsibilities**

### BU Environmental Health and Safety Department – Campus Safety Manager

- Program development, review, and oversight.
- Training for all university affiliated faculty/staff/ student workers.
- Review submitted Hot Work location photographs and data for Hot Work Permit request approval. Conduct inspection of site if data submitted is not sufficient.
- Evaluate and inspect designated university Hot Work locations on an annual basis or as needed.
- Hot Work contractor oversight of university owned, leased, and/or occupied properties.

### BU Department of Public Safety – Assistant Director of Emergency Management and Fire Safety

- Program review and input
- Evaluate and inspect designated Hot Work locations as requested by Campus Safety Manager.
- Contractor oversight and worksite inspections as needed,
- Hot Work Permit approval process assistance as needed.

### BU Departments, Shops, Laboratories and other entities

These areas are expected to follow the provisions of the Hot Work Program and to ensure that all individuals conducting Hot Work operations have received the required training, Personal Protective Equipment, and oversight needed to work safely.

## Contractors

- Must fill out and submit required Hot Work Permit information via text to the Campus Safety Manager.
- EHS will be notified at least 24 hours in advance to ensure a timely review. Emergency Hot Work Permit request can be made by calling the Campus Safety Manager and also submitting the required information via text.
- Employees performing Hot Work must be trained in the following:
  - ✓ Hot Work
  - ✓ Fire Watch
  - ✓ Personal Protective Equipment
  - ✓ HAZCOM
  - ✓ Fire Protection & Fire Extinguisher
- Contractor will be notified of approval or need for further information.
- The Hot Work Permit tag will be filled out and visibly located on site where the work is being done.
- Upon completion of work the Hot Work Permit is to be marked completed, signed, and returned to the EHS department drop box located outside the EHS office, or the BRIC office if the work is being done at that location.
- Training records must be available upon request
- Failure to comply with this program will result in work stoppage, or future work postponement.

## **University Permissible Areas**

Routine Hot Work operations is permitted in areas that have been designated as a SAFE HOT WORK AREA:

Baylor Science Building	Electronics Shop – D504 Machine Shop – E503
School of Engineering & Computer Science	Mechanical Engineering Shop – Rm 100
BRIC	CASPER Center Shop – BRIC 1102 M104
Hooper Schaefer Fine Arts Building	Theatre Art Shop – Rm 124 Art Department Shop – Rm 176
BU Facilities Building	Welding Shop Small Vehicle Shop
BU Facilities Annex Building (Bus Barn)	Welding Shop Garage

# SAMPLE

## HOT WORK PERMIT PROCESS



### CRITICAL POINTS

Contractor doing the work needs to request the HOT WORK PERMIT.

- Text information and pictures to the Campus Safety Manager requesting permit. Answer all pre-work permit questions and attach photographs to the text. Photographs need to be descriptive to work being done and surrounding area.
- A permit is only good for one shift. Let the Campus Safety Manager know if you will be working multiple days in the body of the answers to your permit request questions.
- A permit must be filled out for each shift HOT WORK is to be done.
- Post authorized permits at the job site.
- Turn completed and signed HOT WORK PERMITS at the conclusion of the work.

The next page is an example of what the HOT WORK PERMIT looks like.

**HOT WORK PERMIT**  
**POST AT JOBSITE**

Date: \_\_\_\_\_ Contractor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Specific Hot Work Location: \_\_\_\_\_

Specific Hot Work Location: \_\_\_\_\_  
(Building Name & Room Number)

Describe Job: \_\_\_\_\_  
(Brazeing, Cutting, Welding, on what specifically)

Person doing HOT WORK: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Person doing Fire Watch: \_\_\_\_\_

Time Fire Watch Began: \_\_\_\_\_ Ended: \_\_\_\_\_ Signature: \_\_\_\_\_

Are Contractor Employees Trained in all Hot Work Safe Practices: Yes No (Circle One)  
(A NO ANSWER WILL RESULT IN PERMIT NOT BEING APPROVED, MUST BE TRAINED)

**ANSWER ALL QUESTIONS – CIRCLE APPROPRIATE ANSWER (Y-YES / NA – NOT APPLICABLE)**

**REQUIRED PRECAUTIONS**

- Y NA Fire pump in operation/switched to auto. Y NA Water supply control valves for sprinklers are open.  
Y Fire Extinguishers are in service/operable. Y Equipment is in good working order.

**REQUIREMENTS WITHIN 35 FEET OF HOT WORK**

- Y NA Shield combustibile construction with approved welding pads, blankets, curtains. Y NA Remove or shield nonremovable combustibles w/approved items.  
Y NA Isolate or remove potential sources of flammable gas/ignitable liquid/comb. dust. Y NA Shut down ventilation and/or conveying systems.  
Y NA Remove combustibles and consider a 2<sup>nd</sup> fire watch on opposite side of floor, wall, or roof when openings exist, or thermally conductive materials pass through.  
Y NA Is work on a combustibile building assembly (e.g., torch applied roofing)?  
If yes, provide **ADDITIONAL REQUIRED PRECATIONS** below.

**Hot Work on/in Closed Equipment, Ductwork or Piping**

- Y NA Isolate equipment from service. Y NA Remove ignitable liquid and purge Flammable gas/vapor  
Y NA Prior to work, and/or during work, monitor for flammable gas/vapor. Y NA Remove combustibile dust/lint or other combustibile materials.

**Fire Watch/Fire Monitoring the HOT WORK Area**

Fire watchers shall have fire extinguishing equipment readily available and be trained in its use. They shall be familiar with facilities for sounding an alarm in the event of a fire. They shall watch for fires in all exposed areas. A fire watch shall be maintained for at least a half hour after completion of welding or cutting operation to detect and extinguish and possible fire.

## **HOT WORK PERMIT**

### **POST AT JOBSITE**

- 1. Fill out Hot Work Permit completely for approval.  
If you don't know all the answers, please get them.  
Time Fire Watch Began and Ended section with signature will be filled out at the conclusion of the work.**
- 2. Take multiple photographs of the area hot work is to be performed, along with surrounding areas. Be detailed in your photographs.**
- 3. Text picture of completed HOT WORK PERMIT request and all photographs to the Campus Safety Manager at 254-709-1991 for approval consideration.**
- 4. Hot Work Permit request should be submitted at least 24 hours prior to work beginning to ensure getting the necessary approval. Emergency request can be submitted but must be noted as such.**
- 5. Permit approval and/or questions will follow initial text in a timely manner. Do not begin work until approval is received, call the above number if you have questions and/or have not heard back.**
- 6. A Hot Work Permit is only good for 1 shift. If you are going to be doing work at the same location for multiple shifts/days and the photographs still apply note that on the 1<sup>st</sup> permit requested. A multi-use approval will be given, however fully filled out permits must be turned in for each shift.**
- 7. Turn the completed permits into the EHS Office located behind the Student Life Center next to the creek (grey modular building). There is a box outside the door to fold the permit up and put into. If you are working at the BRIC turn completed permits into BRIC office.**

**If you have any questions call 254-709-1991.**