Hot Work Permit Program
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POLICY:

USM HOT WORK PERMIT PROGRAM

Statement of Purpose:

To control hot work operations performed inside or outside USM buildings, or areas immediately adjacent to a USM building structures.

1.0 Scope

For the purpose of this policy, Hot Work is defined as any maintenance or construction activity that involves open flames, heat, or spark producing operations. This includes but is not limited to grinding, welding, cutting, brazing, generation of spark flow, soldering, thawing frozen pipes by torch, or torch applied roofing and welding.

2.0 Standards and Regulations Involved/Target Groups

1. Regulations:

   a) OSHA 1910.252(a)
   b) OSHA 1926.352(e)
   c) NFPA 101 (3.3.81)

2. Target Groups:

   a) FM Engineering
   b) FM Trades
   c) Athletics
   d) Technology
   e) Art
   f) Theater
   g) Outside Contractors – All contractors performing Hot Work must comply with the hot work program and provide a copy of the permit to the project manager.
3.0 Responsibilities

1. Supervisors/Directors/Person of Authority

   a) Obtains training on Hot Work program from University Environmental Health & Safety (UEH&S) department.
   b) Responsible for Issuing Permits as needed.
   c) Insures any life safety warning systems (smoke or heat detection), have been taken out of service prior to work beginning and re-instated when work is finished.
   d) Completes Workplace Hazardous Assessment for On-GOing Hot Work permits.
   e) Surveys the job site and identifies potential hazards.
   f) Oversees the hot work task including permit posting.
   g) Insures the permit content is carried out as specified.
   h) Verifies job completion including thirty minute fire watch.
   i) Notifies USM Police and UEH&S if a fire occurs.
   j) NOTE: Should the building fire alarm system be deactivated for four hours or more consecutively, the Authority having jurisdiction (local fire department), shall be notified. UMS Risk Management shall be notified as well @ 973-3331.

2. Workers/Contractors Involved in Hot Work Tasks:

   a) Obtains a permit and complies with it.
   b) Uses a non-combustible or flameproof screen or blanket.
   c) Ensures conditions are safe before beginning work.
   d) Uses appropriate PPE.
   e) Ensures posting of the permit at the site.
   f) Notifies workers in immediate areas of where the hot work is being performed.
   g) Maintains a continuous watch on conditions until completion of the job.
   h) Contacts supervisory personnel if conditions change.
   i) Notifies USM Police promptly if a fire breaks out.
      a. Activates pull-station and evacuates immediately.

3. Fire Watch Requirements: A Fire Watch is required whenever welding or cutting is performed in locations where other than a minor fire might develop, or any of the following conditions exist:

   a. There is appreciable combustible material, in building construction or contents, closer than 35 feet (10.7 m) to the point of where hot work is being conducted.
   b. There are appreciable combustibles that are more than 35 feet (10.7 m) away but are easily ignited by sparks.
   c. There are wall or floor openings within a 35-foot (10.7 m) radius exposing combustible materials in adjacent areas including concealed spaces in walls or floors.
   d. There are combustible materials adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.
4. **The Fire Watch shall at minimum:**
   a. Have fire extinguishing equipment readily available and be trained in its use.
   b. Be familiar with the methods for sounding an alarm in the event of a fire.
   c. Watch for fires in all exposed areas where hot work is being conducted.
   d. Attempt to extinguish a fire only when its within the capacity of the equipment available.
   e. Sound the alarm if extinguishing the fire is not possible.
   f. The fire watch shall be maintained for at least a half hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires.

5. **Additional Fire Watch duties:**
   a. Verify the permit has been issued and has a valid supervisor’s signature.
   b. Post signage, barrier tape, as appropriate to the job.
   c. Notifies adjacent area employees of the hot work activity.
   d. Be aware of the inherent hazards involved with the job.
   e. Maintains safe conditions throughout.
   f. Make sure the appropriate fire extinguishers area available.
   g. Notifies USM Police if a fire breaks out
   h. Activates pull-station and evacuate immediately.
   i. Maintains the watch continuously throughout the hot work and for at least 30 minutes beyond completion of the hot-work.
   j. Uses appropriate PPE.
   k. Finalizes the permit with the permit issuing supervisor.
   l. Returns the permit to the appropriate FM office for recordkeeping.
   m. Reinstates (places back in service) life safety systems such as heat or smoke detectors.

4.0 Training

   a. All employees and contractors participating in hot work shall be trained prior to the involvement in the hot work activity.
   b. Initial training will be provided by the UEH&S Office.
   c. The University Environmental Health & Safety Office will train designated FM personnel to do all hot work training for individuals performing hot work.
   d. Refresher training will be provided when needed.

5.0 Recordkeeping

   a. **Hot Work Permits:** All permits shall be returned to the appropriate campus Facilities office for auditing and recordkeeping purposes. A copy of the completed hot work permit must be kept on file for UEH&S review.
   b. **Training Records:** All training session records are to be maintained by campus Facilities offices.
6.0 Permits

1. **Hot Work Permit** – for hot work to be completed in 12 hours or less.
   a. Determine nature of Hot Work, ex. welding, brazing, cutting, heavy grinding etc.
   b. Evaluate space where Hot Work is being performed.
   c. Complete Hot Work Permit form (see section 7)
   d. Have Person of Authority review and sign permit. (See section 11)
   e. Document Permit in the appropriate Facilities office binder.
   f. Post copy of the permit where Hot Work is being performed.
   g. Use Hot Work Permit Log to document daily issue of permits. (See section 10)

2. **On-Going Hot Work Permit** – If hot work is to be done on an on-going basis (greater than 12 hours), by any a USM unit/department or contactor, approval must be obtained in advance by that unit, department, or business. To obtain approval, the following requirements shall be met:
   a. Determine nature of Hot Work, ex. welding, brazing, cutting, heavy grinding etc.
   b. Complete On-Going Hot Work Permit (see Section 8)
   c. Complete a Workplace Hazard Assessment (see Section 9) on each hot work process and submit to UEH&S for review and approval.
   d. Have Person of Authority review and sign permit. (See section 11)
   e. Upon completing the On-Going Hot Work permit, the permit must be posted in the approximate hot work area at all times.

3. **Permit Validation Period** – Good for one year unless the job tasks change or if the area configuration changes. UEH&S will conduct an annual audit of all permitted on-going work areas.
7.0 Hot Work Permit
University of Southern Maine
Environmental Health & Safety

HOT WORK PERMIT

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<tr>
<th>Campus:</th>
<th>Permit #:</th>
<th>Date:</th>
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To be issued for all **temporary** hot work inside buildings or outside if adjacent to buildings.

*(Good for 12 Hours Only)*

(Permit numbers are assigned by campus location indicator: P=Portland, G=Gorham, LA=LAC; example P-1, P-2, etc.

**Permit to be posted on Site**

(Check Each Item That Is Applicable)

☐ Flammable materials have been removed from the area including poly drops, etc.
☐ Fire extinguishers are available in work area.
☐ Area adjacent has been notified.
☐ Fire watch provided.
☐ Gas cylinders are secure and at a safe distance.
☐ Work area cleared of loose combustible materials.
☐ Portable ventilation necessary.
☐ Wherever practical, all welding and cutting operations shall be shielded by noncombustible or flame proof screens or blankets.
☐ Permit posted.
☐ Life safety equipment could be affected.

**Job to be Performed:** ______________________________________________________________

**Site Location:** ________________________________________________________________

**Employees Doing the Work:** ____________________________________________________

*Contractor Performing Work (Business Name): .........................................................

*Contractor (Supervisor Name): ..................................................................................

**Permit Issued by (Person of Authority): .................................................................

**Valid from:** _______________________________________________ to ______________________

* Contractors doing hot work are required to have a permit.

**PERMIT CLEARANCE RETURN**

The work area has been checked 30 minutes after work completion.

Signature: ____________________________ Time: ______________ Date: ______________

**CAUTION:** If a fire breaks out, call **911**, activate a pull station, and evacuate immediately.

Save copy for USM Office of Environmental Health & Safety review.
8.0 On-Going Hot Work Permit
University of Southern Maine
Environmental Health & Safety

ON-GOING HOT WORK REQUEST FORM
For USM Departments & Contractors

Requesting Information

- Date(s): ________________________________________________
- Department/Contractor: _________________________________
- Work being performed: _________________________________
- Campus: ______________________________________________
- Building/Area: _________________________________________
- Name and title of the employee/contractor initiating this request for on-going hot-work:
  Name: ____________________________  Dept./Business: _____________________

Permit to be posted on Site

☐ Flammable materials have been removed from the area including poly drops, etc.
☐ Fire extinguishers are available in work area.
☐ Area adjacent has been notified.
☐ Fire watch provided.
☐ Gas cylinders are secure and at a safe distance.
☐ Work area cleared of loose combustible materials.
☐ Portable ventilation necessary.
☐ Wherever practical, all welding and cutting operations shall be shielded by noncombustible or flame proof screens or blankets.
☐ Permit posted.
☐ Life safety equipment could be affected.

Individual Authorizing Hot Work (Person of Authority)

________________________________________________________
Signature

________________________________________________________
Title

_____________________________  _________________________
Date
9.0 Workplace Hazard Assessment Form
University of Southern Maine
Environmental Health & Safety

Work Performed By: ________________________________
Assessment Conducted By: __________________________
Date: ______________

Personal Protective Equipment (Hazard Assessment by Task)

<table>
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<tr>
<th>Task</th>
<th>Hazard(s)</th>
<th>PPE Required</th>
<th>Notes</th>
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University Environmentl Health & Safety Review
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11.0 Persons of Authority
University of Southern Maine
Environmental Health & Safety

- R. Adams
- A. Amico
- R. Bertram
- B. Bishop
- G. Bogdon
- T. Braun
- L. Forest
- R. King
- J. Picard
- E. Polito
- C. Potter
- J. Reed
- G. Stephenson
- E. Tannebring
- N. Theriault
- A. Thibodeau
- D. Warren