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 activities. 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 - Targeted Groups

1. Regulations:
   a) OSHA 1910.252(a)
   b) OSHA 1926.352(e)
   c) NFPA 51B – 2014
   d) ANSI F4.1-8

2. Targeted 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.
   h) Note: Individuals performing welding, cutting, and brazing must be qualified to perform such work or be under the direct supervision of a qualified instructor.
3.0 Responsibilities

1. Permit Authorizer (PA)
   
   a) The PA is either a Supervisor, Director, or Project Manager
   b) Obtains training on Hot Work Permit program from Environmental Health & Safety (EH&S) department.
   c) Trains employees and contractors on the Hot Work Permit process.
   d) Responsible for completing and Issuing Permits as needed.
   e) Insures any life safety warning systems (smoke or heat detection), have been taken out of service prior to work beginning and re-activated when work is finished.
   f) Completes Workplace Hazardous Assessment for all Hot Work permits.
   g) Ensures new Hot Work permit is submitted for every 24 hour period when Hot Work is being performed.
      a. EH&S needs to be notified 24 hours in advance of expected Hot Work via the Hot Work permit process.
   h) Surveys the job site and identifies potential hazards.
   i) Oversees the hot work task including permit posting.
   j) Insures the permit content is carried out as specified.
   k) Verifies job completion including thirty minute, post Hot Work fire watch.
   l) Insures copies are maintained for EH&S review.
   m) Notifies USM Public Safety and EH&S if a fire has occurred.
   n) 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 at 973-3331.

2. Permit Authorizing Individual (PAI)
   
   a) The PAI, either a University employee or Contractor involved in Hot Work Tasks shall:
   b) Obtain a Hot Work permit and comply with all aspects of the permit.
   c) Use a non-combustible or flameproof screen or blanket.
   d) Ensure conditions are safe before beginning work.
      a. Welding, cutting, or brazing is not permitted on used piping, drums, barrels or other containers unless thoroughly cleaned in advance and operations are approved using the Hot Work Permit program.
   e) Use appropriate Personal Protective Equipment.
   f) Ensure posting of the permit at the site.
   g) Notify workers in immediate areas of where the hot work is being performed.
   h) Maintain a continuous watch on conditions until completion of the job.
   i) Contact supervisory personnel if conditions change.
   j) Notify USM Public Safety 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**:
   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 it’s 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. The EH&S department will conduct initial training for designated DFM personnel on the Hot Work Permit program.
b. Designated DFM personnel shall train/advise employees and contractors on the Hot Work Permit program.
c. All employees and contractors participating in hot work shall be trained prior to the involvement in any hot work activity.
d. Refresher training will be provided as 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 EH&S review.
c. Training Records: All training session records are to be maintained by campus Facilities offices.

6.0 Permits

1. Hot Work Permit –
   a. For any hot work performed on University property.
   b. Determine nature of Hot Work, ex. welding, brazing, cutting, heavy grinding etc.
   c. Complete Workplace Hazard Assessment (see section 8).
   d. Evaluate space where Hot Work is being performed.
   e. Complete Hot Work Permit form (see section 7)
   f. Have PA review and sign permit.
   g. Document Permit in the appropriate Facilities office Log binder.
   h. Post copy of the permit where Hot Work is being performed.
   i. Use Hot Work Permit Log to document daily issue of permits. (See section 9)
# 7.0 Hot Work Permit
University of Southern Maine
Environmental Health & Safety

## HOT WORK PERMIT

<table>
<thead>
<tr>
<th>Campus:</th>
<th>Permit #:</th>
<th>Date:</th>
<th>Time:</th>
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To be issued for all hot work inside buildings or outside if adjacent to buildings. *(Good for 24 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.

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**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 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>
<thead>
<tr>
<th>Task</th>
<th>Hazard(s)</th>
<th>PPE Required</th>
<th>Notes</th>
<th>Department</th>
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**Environmental  Health & Safety Review**

**Signature:**

**Date:**
HOT WORK PERMIT LOG
24 Hour Period

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<th>Job/Task</th>
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