



Hot Work Policy and Procedure

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Facilities Department
Associate Vice President of Facilities

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- Support and assist the Director of Facilities on the full implementation of this safety program.
 - Update the program as necessary to protect employee and student safety.
 - Conduct an annual evaluation of the program.
 - Where applicable the above listed duties may be assigned to a proper trained and knowledgeable designee.
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- Authorize all University hot work permits.
 - Assure that facilities staffs as well as contractors are appropriately displaying hot work permits as outlined within this policy.
 - Assure that a log of hot work permits is maintained.
 - Assure that a fire watch is available for all work outlined in section 7.0.
 - Where applicable the above listed duties may be assigned to a proper trained and knowledgeable designee.
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- Notify the Facility Department of all fire system impairments and when systems are back on-line.
 - Notify the Local Fire Department of all fire system impairments and when systems are back on-line.
 - Notify the Office of the Vice President of Public Safety and Administrative Services of all fire system impairments and when systems are back on-line.
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- For scheduled hot work provide the Facilities Department a complete hot work permit.
 - If needed supply appropriate firewatch personnel.
 - Adhere to all University policies and procedures.

Those at the University of New Haven that have been trained on the proper use of a flammable gas meter and who understand the concepts of lower and upper explosive limits.

- Designated hot work areas not needing a hot work permit have been identified as the building and grounds shop and the manufacturing laboratory. All special precautions outlined in section 4.3 of this policy are required to be followed in these designated hot work areas. All other areas where hot work is performed must obtain a hot work permit before work begins.

– work entailing the use of open flame or spark producing apparatus such as, but not limited to, welding, cutting, burning, grinding, drilling jack-hammering and related heat producing jobs which could ignite combustible and flammable materials.

l A small contained fire which is in the initial or beginning stage, and not of structural nature, and can be generally extinguished by using no more than two portable fire extinguishers.

l A person who has been trained in the use of a particular piece of equipment, to the degree that they are competent in the use of such equipment.

l A member of the University of New Haven management team who by experience and training is qualified to complete and approve Hot Work Permits.

- At the University of New Haven responsible parties have been identified as the Director of Facilities, Manager of Facilities Operations, Associate Vice President of Public Safety & Administrative Services, and University Fire Marshal.

Special precautions for cutting and welding shall be as follows:

- Whenever there are holes, openings, or cracks in floors, walls, etc., adequate precautions shall be taken to prevent combustible materials on other side from igniting.
- Suitable fire extinguishing equipment shall be maintained in a state of readiness for 92 reW*ⁿBT/F7 10 Tf1 0 0

At the University of New Haven the competent person(s) to conduct these flammable vapor tests has been identified as either the Director of Facilities, Manager of Facilities Operations, Custodial Services Manager or trained Mechanic. Contractors shall be responsible for providing a qualified person to conduct flammable vapor screening in the areas outlined in 5.4.1. All contractor flammable vapor screenings shall be overseen by the University of New Haven and contractors are required to notify the Facilities office of their screening findings before the hot work permit can be obtained. Gas levels must also be noted on the hot work permit at the work site.

Areas at the University of New Haven that must be checked for flammable vapors before hot work commences are identified as but not limited to:

- All identified confined spaces;
- Gas meter rooms;
- Chemical storage rooms; and
- Laboratories with piped gas systems and where flammable and combustible chemicals are stored.

Hot work will not be performed if the concentration exceeds ten (10) percent of the Lower Explosive Limit (LEL).

If the Level of Flammable/Combustible vapors or gases is detected and does not exceed ten (10) percent of the LEL, the hot work must not start until the manager responsible for the work:

- Understands the source of the flammable vapor which is present; and
- Knows the concentration will not increase while the work is being done.

In areas that may contain flammable vapors, the responsible person(s) cannot sign the Hot Work Permit until an initial test has been conducted by a qualified person and the results are within acceptable limits. In addition to the initial test, a flammable vapor test must be conducted immediately prior to work commencing.

Hot work may only begin upon the issue of a Hot Work Permit, available from the Manager of

Facilities Operations.

Welders shall be protected from fumes and gases by an appropriately engineered ventilation system. Where this is not possible, appropriate personal respiratory protection shall be used as prescribed by following 29 CFR 1910.134, OSHA 's Respiratory Protection Standard.

All contractors are required to follow their company respiratory protection policy. The university may require contractors to provide a copy of their respiratory protection policy for review and to be kept on-site until work has been completed under certain circumstances. University employees are required to follow the University of New Haven's Respiratory Protection Program.

Clothing shall be worn to protect the welder from sparks, radiation, and spatter. Such clothing shall be flame resistant and free from oil or grease. Synthetic fabrics that can melt or burn shall not be used.

Protective clothing shall consist of:

- Flame resistant gauntlet gloves;
- Apron or leggings;
- Cape or shoulder cover when welding or cutting overhead;
- Fire resistant skull cap;
- Fire resistant ear plugs when sparks may enter the ears;
- Clothing shall not have cuffs, pockets, or rolled up sleeves. Sleeves and collars shall be buttoned; trousers shall overlap shoes; and
- Flammable or combustible materials, e.g. matches, shall not be carried on a person where sparks or spatter may come in contact.

Emergency hot work may be performed only after the Manager of Facilities Operations or designee has been notified and the University Fire Marshal has been made aware of the work.

The University understands that under extreme circumstances it may be necessary to perform hot work in emergency situations. The procedure for emergency hot work is to notify the Manager of Facilities Operations or designee and he/she shall then notify the University Fire Marshal that the work has been approved.

Contractors completing emergency hot work are required to follow all other aspects of this policy.

The hot work program at the University of New Haven shall be audited on a periodic basis to ensure compliance with this policy. Periodic audits shall be performed under the direction of the Associate Vice President of Public Safety & Administrative Services or designee.

In the event a contractor is found to be in non