**SUNY Poly Utica - University Police Contact: 315-792-7111 – Facilities Contact – 315-792-7456 – EHS Contact: 315-792-7101**

**Permit must be complete and authorized by a designated college representative BEFORE Hot Work can begin.**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERMIT #:** |  | **Valid Date(s) / Time(s):** |  |
| **Date Permit Issued:** |  |
| **Hot Work Location:** |  |
| **Type of Work:** | [ ]  **Soldering** [ ]  **Brazing** [ ]  **Welding** [ ]  **Cutting** [ ]  **OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  |
| **SUNY Poly Project Primary Contact (Name / Company):** |  |
| **Project Primary Contact (Contact #):** |  |
| **Hot Work Operator(s) (Name / Company):** |  |
| **Hot Work Operator(s) (Contact #(s)):** |  |
| **Type of Welding / Soldering / Spark producing Equipment:** |  |
| **Required PPE:** | [ ]  **Safety eye protection,** [ ]  **hand protection,** [ ]  **body protection,** [ ]  **Welding mask**[ ]  **OTHER \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Name(s) of Individuals assigned to Fire Watch:** |  |

[ ] Applicant / requester has read and understands Specification **EHSU 00029 Hot Work Procedure**

[ ] The requestor acknowledges that all Hot Work Permit precautions and requirements were reviewed with the Hot Work Operator(s) before commencement of the work.

|  |  |  |  |
| --- | --- | --- | --- |
| **Applicant / Requester / Advisor / Instructor Signature:** |  | **Date:** |  |

[ ] The location where the hot work will take place has been examined before the start of work (or for semester permits – before the semester) and all the appropriate precautions have been taken.

|  |  |  |  |
| --- | --- | --- | --- |
| **EHS/Codes/Facilities Signature:** |  | **Date:** |  |

**Hot Work cannot commence until signed off by SUNY Poly Utica representative – EHS/Codes/Facilities.**

*Following the initial review and issuance of the permit, if work is to be done daily for an extended period of time, the Hot Work Operator, Fire Watch Supervisor, and other applicable responsible parties shall ensure all appropriate precautions have been taken.*

**Hot Work Permit Authorized by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **College Representative:**  |  | **Title:**  |  |
| **Signature:** |  | **Date:** |  |

***See Hot Works Permit General and Procedures Documents for further information***

***Additional Requirements:***

* *The College requires a 30-minute Fire Watch beyond the completion of Hot Work in areas where the area construction is of non-combustible materials.*
* *The College requires a 45-minute Fire Watch beyond the completion of Hot Work in areas where the area construction is of combustible materials.*

**Regulatory Statement**

Contractors who perform hot work- welding, brazing, bronzing, soldering, torch cutting, chipping, grinding and any other task that generates sparks or heat - are required to have a Hot Work Procedure that meets OSHA’s requirements found in 29 CFR 1910.252 and the *Fire Code of New York State* *(IFC 2015) – Section 3504*.

**Regulatory Highlights**

* Remove any combustible material surrounding the work area. Any combustible material(s) within 35 feet that cannot be readily removed must be covered or otherwise protected.
* Special precautions must be taken where hot slag can fall or spatter, or when heat can transfer through metal surfaces.
* 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, try to extinguish them only when obviously within the capacity of the equipment available, or otherwise sound the alarm. A 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.
* Wear adequate flame and heat resistant clothing and appropriate personal protective equipment.
* Never lay work that is to be heated or welded on a concrete floor because when sufficiently heated, concrete may generate projectiles.
* If hot work is to be performed in a confined space or hazardous locations, the Facilities Director and EHS Director must be notified 72 hours in advance.

**College Requirements**

No contractor can begin hot work unless a Hot Work Permit is utilized. The permit shall be displayed at the work site. A copy of the completed hot work permit must be submitted to Facilities and/or the EHS Director.

The college requires that a fire watch be extended for 30 minutes after the completion of work for all Hot Work Permits in areas constructed of non-combustible materials. In wood-frame structures and areas where combustible materials are present the fire watch will be extended to 45 minutes after work is completed.

**Training**

Only trained and authorized individuals / employees may perform hot work.

* Hot Work General Awareness – <https://drive.google.com/open?id=1dRyeGMrOIE2wrNct78s3BonFwSttNJEgVhunkWE-DDo>
* Hot Work Safety Operations - <https://drive.google.com/open?id=10WYb7XIH53coba1r45Orn3Uud1W18c4avIjdlmA46XY>
* Welding Safety - <https://drive.google.com/open?id=1_n9UV0hz11AN3bacaDa62HvxxogSChzET9zJKgOGHu0>
* Fire Extinguisher Use - <https://drive.google.com/open?id=1Mv940ujtKZNBZQZR9whz5GmTbOMiEO4hK-EECloBHfc>
* Dry Chemical Extinguisher Training - <https://drive.google.com/open?id=1o8wDwb8aI7QQz_dVF76ZVOK6v39s1IGYK7nq9cfVpa4>

The fire watch must be trained in fire safety fundamentals, including how to use a fire extinguisher. OSHA training requirements are located in *29 CFR 1910.252(a) and 1926.350(j)* and the *Fire Code of New York State (IFC 2015) – Section 3504.2.4.*

**Safety Equipment**

All hot work equipment must be frequently inspected, and defective equipment immediately taken out of service. Fire extinguishers must be of the proper size and type for the anticipated fire hazards.

**SINGLE AND MULTI-DAY PERMIT – DAILY / SHIFT CHECKLIST**

|  |  |  |  |
| --- | --- | --- | --- |
| **PERMIT #:** |  | **Valid Date(s) / Time(s):** |  |
| **Day Checklist Completed:** |  | **Shift Checklist Completed:** |  |

[ ]  **The permit has been reviewed with and understood by the Hot Work Operator BEFORE the commencement of work.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Hot Work Operator Signature:** |  | **Date:** |  |
| **Fire Watch Signature:** |  | **Date:** |  |

**DAILY / SHIFT FIRE SAFETY PRECAUTIONS**

**Hot Work Pre-Work Inspection List – All must be completed before work commences (initial each item):**

|  |  |
| --- | --- |
|  | Cutting, soldering, and/or welding equipment must be thoroughly inspected and found to be in good repair, free of damage or defects. |
|  | Hot work operator equipped with communication device, protective equipment and is knowledgeable regarding the emergency response procedures for the facility. |
|  | Has the operator leak checked all equipment prior to use (hoses, regulators, cylinders)? |
|  | Operator and fire watch know the emergency phone number (University Police – 315-792-7111, Facilities – 315-792-7456, EHS – 315-792-7101) |
|  | Floor areas under and at least 35 feet around the cutting/welding operation must be swept clean of combustible and flammable materials. |
|  | Flammable and combustible liquids must be relocated at least 35 feet away from the cutting / welding operation. |
|  | Area is cordoned off with barriers, danger tape and warning/danger signs to prevent unauthorized access during hot work activities |
|  | Fire Watch person(s) are to be supplied with multipurpose dry chemical, portable fire extinguisher such that it is immediately available for use and trained in its use. |

**Where applicable, the following precautions must be completed before work commences (initial each item):**

|  |  |
| --- | --- |
|  | Fire resistant shields must cover combustible floors and must be below any elevated cutting/welding operation. |
|  | All floor and wall openings must be covered to prevent sparks/slag from traveling to other unprotected areas. |
|  | Containers in or on which cutting / welding will take place must be purged of flammable vapors. |
|  | Fire Alarm System Deactivation: Call University Police – 315-792-7111 and Facilities – 315-792-7456 and complete Fire Protection System Daily Permit *(when available)* |
|  | Fume collector or local exhaust ventilation in work area is used to remove smoke / vapor. |
|  | Protective screens positioned to protect nearby personnel from hazardous light. |

**During / After the Work the following precautions will be taken (initial each item):**

|  |  |
| --- | --- |
|  | A Fire Watch must inspect the area for at least 30 minutes after all cutting / welding ceases. |
|  | For watch person(s) are to be supplied with multipurpose dry chemical, portable fire extinguisher such that it is immediately available for use and trained in its use. |

[ ] The work area and all adjacent areas to which sparks and heat might have spread (including floor levels above and below and on opposite side of walls) were inspected for 30 minutes after the Hot Work operations ceased for the day and were found to be fire safe.

|  |  |  |  |
| --- | --- | --- | --- |
| **Fire Watch Signature:** |  | **Date / Time:** |  |

***Retain a copy of this form with the initial Hot Works Permit. Daily / Shift checklist is required for permit effective dates.***