

Environmental Health & Safety

Title: Hot Work Permit Program	
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Revision Date:	

I. Purpose of the Policy:

The Hot Work Program is intended to provide the means by which Buffalo State College shall gain compliance with the Fire Code of New York State, Chapter 26 "Welding and Other Hot Work". In addition implementation of this policy and procedure is expected to prevent unintentional fire spread and accidental activation of Buffalo State College fire alarm systems.

II. Scope:

This policy and procedure is applicable whenever an open flame is used to do work within College facilities, i.e. gas torch for welding or soldering and electric arc welding operations regardless of who may be performing the work.

III. Applicability/Responsibility:

- 1) Applicable Codes: The Fire Code of New York State
 - Chapter 26 Welding and Other Hot Work
 - Chapter 14 Fire Safety During Construction and Demolition Section 1404.6
 - 29 CFR 1917.152 Welding, Cutting and Heating (Hot Work)
 - 29 CFR 1910.252 Subpart Q - Welding, Cutting and Brazing
- 2) All persons responsible for conducting welding, cutting, soldering or electric arc welding operations shall be responsible for complying with the provisions of this Hot Work Policy and Procedure. Supervisors, Project Managers and/or the Fire Prevention Program Supervisor of a construction project shall be responsible for implementing and monitoring for compliance with this Hot Work Policy and Procedure in their areas of responsibility.
- 3) EH&S shall define and monitor the process for compliance with this Policy and Procedure through the implementation of a standardized form, filing and inspection process.

IV. Policy and Procedure:

- 1) Any one performing gas welding, gas cutting, gas soldering, electric welding or other hot work operations on the Buffalo State College Campus shall be required to post conspicuously a Hot Work Permit in their area. The only exception to this Policy and Procedure are persons using open flames in connection with laboratory instruction and/or research.
- 2) The Buffalo State College Hot Work Permit program shall be administered by the supervisor/foreman responsible for the work being performed.

- 3) A Hot Work Permit supplied by EH&S is required to be completed in full, posted at the worksite and filed with EH&S for all work involving the use of an open flame and/or electric arc equipment. The work site or sites covered by a Hot Work Permit must be accessible by EH&S for compliance inspections. Work may be interrupted by EH&S for the purpose of causing those conducting work covered by the Hot Work Permit to correct fire safety hazards.
- 4) Hot Work Permits for areas established as fabrication sites shall be issued by EH&S for the duration of the project, or on an annual basis determined by EH&S. EH&S is responsible for conducting periodic inspections of fabrication areas. Continuance of the Hot Work Permit for a fabrication area is dependent on said area being accessible by EH&S.
- 5) All Equipment used for Hot Work shall be chosen for safe application according to the work to be done and shall be properly installed and maintained. Proper shielding and eye protection to prevent exposure to personnel from hot work hazards shall be provided and used.
- 6) Persons operating welding, soldering, cutting and other hot work equipment shall be trained in the use of the equipment.
- 7) Persons identified as Fire Watch shall be trained in the selection and operation of fire extinguishers.
- 8) A second Fire Watch shall be assigned to protect areas not within site of the Fire Watch observing the immediate Hot Work area. Conditions that may cause fire to start in such areas are floor and wall breaches and/or heat conducted through metal pipes or structural members.
- 9) EH&S may conduct random inspections of work sites and/or fabrication sites for the purpose of determining if this Policy and Procedure is being and if additional precautions specific to the particular operation are required.
- 10) Responsibility for compliance with this Policy and Procedure and adherence to generally accepted work practices remain that of the individuals conducting hot work operations, their direct supervision and their employer.

V. Definitions:

Fabrication Site: Area established for purpose of assembling and/or creating components of systems or systems to be installed at another location.

Fire Watch: Is the person responsible assuring that heat produced as a result of the Hot Work being done does not cause combustible or flammable material to ignite. The Fire Watch is also responsible for remaining on site when necessary or directed for a period of 30 minutes after the Hot Work operation has ended to be sure that the operation has not caused a fire to start undetected.

Fire Prevention Program Superintendent: As defined in Chapter 14 of the Fire Code of New York State.

Supervisor/Foreman: Person responsible for the direct supervision of employees assigned work duties identified in this Policy and Procedure.