



University of Colorado Denver

Facilities Operations
Policies and Procedures

OPP: 103-120

Title: Hot Work Policy and Procedures

Issue Date: 2002

Revision Date: December 19, 2007

Policy Statement

By its nature, Hot-Work operations carry inherent hazards. Unwanted fires, due to welding and hot-cutting have, historically, accounted for large-scale property losses. Certainly, there is always the potential for loss of life if the situation is out of control. Contractors and Facilities personnel need to be aware of, and control, the hazards.

University of Colorado Denver has instituted policies that shall be followed during construction in which "Hot-Work" is performed. Hot-Work includes welding, brazing, cutting with torches and grinders, and other construction activities that generate heat and/or sparks.

Applicable Campus:

All UC Denver Campuses

Purpose

To establish a policy for safe Hot Work procedures on campus property.

Scope

The policy covers all campus departments and staff.

Procedures

The Hot-Work Permit (shown on the last page of this document) must be filled out prior to performing hot-work operations and an individual responsible for performing fire-watch duties must complete the form after the operation is finished. Note that confined space entry hot-work also requires a "Confined Space" permit. Permits may be obtained by contacting the campus Fire and Life Safety Officer (303-724-0293) or the UC Denver Project Manager.

The form has signature blocks for a "Coordinator" and a "Fire Watcher." In some instances, this may be the same person. The Coordinator can be a foreman for the contractor, or it may be the actual worker. Either way, signatures must be present on the Coordinator's line prior to the beginning of the hot-work. The Fire Watcher signature block must be signed at the end of the operation.

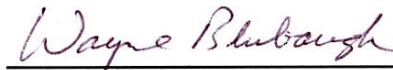
As can be seen when examining the form, not all of the checks will be applicable. As an example, not all areas will need monitoring for oxygen, combustible gases, or toxic materials. In those sections that are not applicable, place a "NA". Should a University official find that there is no form, or that procedures on the form are not completed, he/she has the authority to stop the hot-work until the proper safeguards are addressed.

There is to be one Hot-Work Permit, per area, per day. (Example: If three people are working in the same location, such as one room, then only one permit, per day is required. If three people are working on the same floor, but in different rooms, each area will require a permit.)

Contractors should take note that it is their responsibility to provide appropriate equipment during the hot-work duties. All personnel should be cognizant of the safeguards that are necessary to perform hot-work. The persons signing the form have an obligation to take the matter seriously. Remember—whoever signs the “Fire Watcher” block is stating that they have checked all areas applicable to the permit, and there are no signs of fire, smoke, or hot surfaces.

If you have questions pertaining to this document, or for consultation and assistance, please contact the campus Fire and Life Safety Officer, at 303-724-0293.

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Date 12/20/07

Approved by:


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Assistant Vice Chancellor, Facilities Operations

Date 12-20-07

References:

- 2006 ed. International Fire Code
- Campus Authority having Jurisdiction Policy



UNIVERSITY OF COLORADO DENVER

THIS **HOT-WORK PERMIT** SHALL BE DISPLAYED AT THE WORK-SITE

PERSON PERFORMING WORK _____ DEPT / COMPANY _____

DATE / TIME _____ HOT-WORK LOCATION _____

DESCRIBE HOT-WORK TO BE PERFORMED: _____

Before hot-work operations begin, all applicable items must be checked and the coordinator must sign approving the work. This permit covers welding, hot cutting (torch or spark-producing cutters/grinders), and brazing. **One permit, per area, per day is required (based on each type of work).** Work performed in a confined space requires a separate Confined Space Entry Permit.

CONTRACTORS: It is the responsibility of the contractor to provide fire extinguishers, fire retardant covers, personal protective equipment, air monitoring equipment (if used), and any other equipment deemed necessary to perform the work safely. The contractor is responsible for ensuring that all Federal, State, Local, and University of Colorado Denver safety regulations are followed.

CHECK LIST

_____ Floors, walls, ceilings are clear of combustible materials within 35 feet of the work area, or the surfaces are covered with fire retardant covers.

_____ All flammable liquids and their containers have been removed from the area.

_____ Floor openings have been sealed or checked to ensure hot slag/sparks do not penetrate to lower areas (unless the lower area contains no combustible material or surfaces).

_____ The Hot-Work equipment to be used has been inspected and is in good working order.

_____ A fully charged, operational fire extinguisher (rating correct for the hazards) is within 35 feet.

_____ Emergency exits are identified, and the nearest manual fire pull-station has been located.

_____ Smoke/heat detectors, where provided, have been prevented from alarming (Facilities Operations Fire Alarm Outage Request must be submitted, with a minimum of 24 hours advanced notice).

_____ Applicable energy sources have been locked-out / tagged-out.

_____ Where appropriate, monitoring for oxygen, combustible gas, and toxic materials has been performed and the levels are within safe limits.

SPECIAL PRECAUTIONS (if any): _____

AUTHORIZATION: The information on this permit has been evaluated, the site has been examined, and all safety measures are in-place. I approve of the operation.

Coordinator's signature _____ (may also be the fire watcher)

A Fire Watcher must be provided for 30 minutes after all of the operations pertaining to this permit, (unless hot surfaces are cooled to hand-touch temperature and there are no areas where hot slag or sparks could be hidden).

FINAL INSPECTION (30 minutes or cool to touch) Fire Watcher sign _____

Send completed original (or copy) to: UC Denver Fire and Life Safety Officer (Mail Stop F410).