

College Procedure:	304.16 – Hot Work Permit
Policy Reference:	304 – Campus Safety and Security
Responsible Department:	Facilities & Public Safety
Approval Authority:	Cabinet
Procedure Owner:	Vice President, Facilities & Public Safety
Effective Date:	3/15/2011

Version Number: 3
Legal Counsel Reviewed (yes/no): No
Legal Reference(s):
Scope: College-wide

Reason for Procedure

Procedures have been established to define a system of control that will allow work involving possible sources of ignition to be carried out safely, eliminating the danger of fire spreading to surrounding areas. These procedures are in accordance with appropriate fire codes and OSHA regulations and apply to indoor and outdoor work.

The Procedure

A hot work permit is required before beginning any operation involving hot work as defined below.

Hot work is not required in locations that have been identified by the College as designated hot work areas. Designated hot work areas are locations, such as welding shops, or permanent work stations where hot work is a regular part of the process. Hot work permits will be issued in these areas on an annual basis, following a successful inspection by Facilities.

- Cold cutting methods are preferred to Hot Work whenever possible.
- This Hot Work procedure applies to contractors as well as staff and faculty. Permits provided to contractors are to be issued by a Facilities representative at the Facilities office, or by calling 319-398-5561, Monday – Friday, 8 a.m. – 5 p.m.
- Where the hot work area is accessible by the public, signage shall be posted stating “Caution – Hot Work in Progress”.
- Hot work permits will be issued by Facilities during normal business hours, permits may be carried over during off shift hours.
- Permits written or carried over during these off shift hours should be held to as few as possible due to limited support available in the event of an emergency.
- Hot work done in designated hot work areas can be done only when the area is free of combustibles and flammables and a fire extinguisher is present.
- Permits will be issued just prior to the hot work being performed.

- No permit will be issued before an inspection of the area is conducted to ensure all safety precautions have been taken.
- Any condition required on the permit that cannot be met requires Facilities approval and signature on the permit.
- The approved hot work permit must be posted at the work site.
- A fire watch is required while all hot work is in progress and 30 minutes after hot work has been completed.
- If hot work is near smoke/heat detectors, Facilities must be contacted to deactivate the fire alarm system in that area.
- All wall and floor openings must be covered with fire blankets to prevent sparks from penetrating adjacent areas.
- All combustibles and flammables will be moved a minimum of 35 feet from the hot work. If not possible, the combustibles and flammables will be protected by either: 1) covered by a fire blanket and/or 2) by wetting down the surrounding 35 feet.
- Any sprinkler and or fixed extinguishing systems in the area must be operational.
- A fire extinguisher will be on hands at all times during all hot work. Permanently mounted extinguishers are not to be used as fire watch extinguishers.
- After the hot work task has been completed, the fire watch must remain in the area to look for any conditions that may result in a fire and notify Facilities to re-activate the fire alarm system if applicable. The fire watch then signs and dates the permit and gives to the supervisor to be returned to Facilities.

References

Definitions

Term	Definition
Hot Work	Any work that produces open flames, or producing heat and/or sparks. This includes, but is not limited to: brazing, cutting, grinding, soldering, thawing pipes, torch applied roofing, welding, the use of propane heaters or the use of any pyrotechnic device.
Combustible	A material capable of sustained burning when ignited and in the presence of air.
Flammable Liquid	A liquid having a flashpoint below 100 degrees Fahrenheit or has been heated to within 30 degrees F of its flash point.
Fire Watch	An individual, trained in the use of a fire extinguisher within the past year, trained in the method used to sound an alarm in the event of a fire, observes the hot work for fire prevention and remains at the site for 30 minutes after completion of the hot work. The fire watch may have other assigned duties if these do not prevent him/her from being effective.

Revision Log

Version Number	Date Approved	Approved by	Brief Description of Change
1	3/15/2011	Tom Kaldenberg, Vice President, Facilities & Security	
2			New template
3			Procedure template 9/3/2019