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ATTACHMENT A: HOT WORK PERMIT



1.0 PURPOSE:

Millersville University (MU) is committed to preventing loss of life and property, and maintaining a safe environment for students, faculty, staff, and visitors. This procedure is designed to eliminate or control potential ignition sources resulting from welding, flame cutting, soldering or similar activities which may produce flames or sparks. Provide a safe work/learning environment in University buildings where temporary hot work may be performed. Potential health, safety and property hazards can result from the fumes, gases, sparks, hot metal and radiant energy produced during hot work. These, and other hazards, can be reduced through the implementation of effective controls as outlined in this Policy.

2.0 SCOPE:

This policy applies to all Millersville University employees and contractors involved in welding, cutting or braising of metals, in areas other than those designated specifically for that purpose.

3.0 RESPONSIBILITY:

The project manager, Director of Maintenance & Operations, and/or Assistant Vice President for Facilities shall maintain awareness of processes requiring hot work and implementation of this procedure. The Director of Environmental Health and Safety will review all Hot Work Permits and ensure operations are conducted in accordance with the permit requirements and this procedure.

It is the responsibility of each University employee and contractor engaged in hot work to implement controls that will eliminate or greatly reduce the hazards generated by their work, for the protection of other University employees, students and visitors.

Each supervisor, whose employee(s) engage in hot work, shall ensure that the guidelines in this Policy are implemented and hazards are controlled so as not to present an exposure to University employees, students and visitors. It is also the responsibility of the supervisor to ensure the employee(s) they designate to perform hot work utilize the necessary procedures and equipment, so as to minimize that employee's own exposure to the hazards generated.

4.0 DEFINITIONS

Combustible: able to catch fire and burn easily

Fire Watch: a temporary measure intended to ensure continuous and systematic surveillance of a building, or portion of the building, by one or more qualified individuals for the purpose of identifying and controlling fire hazards, detecting early signs of fire, activating an alarm and notifying the fire department in the event of a fire

Hot Work: any activity or process that generates a source of ignition, this could be through a flame, heat or a spark. Sometimes, hot work can be direct, e.g. the equipment or tool creates a flame or produces heat. Other times it may be indirect, e.g. using an abrasive wheel to cut metal produces sparks

Hot Work Permit: the document, other than a Contract or a License, issued by the Agency under which an Operator acquires the right to conduct operations involving electric or gas welding, cutting, tapping, [brazing](#), or similar flame or spark producing operations

Noncombustible: incapable of igniting and burning when subjected to fire

5.0 PROCEDURES

No employee of the University, contractor hired by the University, or subcontractor hired by the contractor shall perform any hot work, as defined above, unless a hot work permit is obtained.



- Hot work is any temporary operation involving open flames or producing heat/sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding/cutting, oxy-

ATTACHMENT A: HOT WORK PERMIT

Remove flammable boards, dust, rags, combustible waste, or other debris from the work area.

Work Order No. _____ Date _____ Job/W _____

Location/Building and Floor: _____

Where opening cannot be sealed, suspend fire-retardant material to prevent sparks from falling into areas below.

- Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.

Name of Person(s) Doing Hot Work _____

Signature of Permittee (to fill in) _____

Permit Expiration _____

Name of Assigned Fire Watch _____

Other precautions that may be required: _____

Confined Space or Lock-Out-Tag-Out Required (see _____)

Comments: _____