

**RUTGERS
UNIVERSITY**

**HOT WORK
PERMIT
PROGRAM**

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HOT WORK PERMIT PROGRAM

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RUTGERS UNIVERISTY HOT WORK PROGRAM

A. PURPOSE AND SCOPE

1. **Purpose:** The purpose of this program is to establish written procedures to prevent fires resulting from any temporary operations involving open flames or producing heat and/or sparks, as required by OSHA/PEOSHA 29 CFR 1910.252, CFR 1926.352, the New Jersey Uniform Fire Code, and NFPA standard 51B, 1962.
 - a. This includes, but is not limited to: brazing, cutting, grinding, soldering, thawing pipes, torch applied roofing and welding.
2. **SCOPE:** This program applies to work performed by Rutgers University employees and contractors performing work in existing buildings, new construction in existing buildings or new construction attached to existing buildings.
 - a. This program does not apply to new construction where there is NO ATTACHMENT to an existing building.
 - b. This program does not apply to areas that are specifically designed and equipped for such operations, i.e. maintenance shop areas and designated welding areas.

B. HOT WORK PERMIT PROCEDURES

1. Hot work shall not be performed if the work can be avoided or performed in a safer manner. When practical, objects to be welded, cut or heated must be moved to a designated safe location, i.e. maintenance shops.
2. If hot work must be performed, a Hot Work Permit must be obtained prior to any work by utilizing the on-line Fire Protection Impairment & Hot Work Request System:
<https://halflife.rutgers.edu/hotwork/>
 - a. Upon completion of the on-line application, the Hot Work Permit shall be printed and maintained at the work site during the work periods.
3. All precautions on the Hot Work Permit must be met prior to any work. The permit shall be completed by the individual authorized to perform Hot Work. The authorized individual must review and complete each check item on the permit prior to beginning work. The permit will contain written safety procedures, emergency telephone numbers, space for employee or contractor sign off, and space for a fire watch sign off.
4. The Hot Work Permit is only valid for the date(s) and time specified on the permit. A copy of the permit must remain at the hot work location for the duration of the work period.
5. All personnel (employees, contractors, building occupants) must be suitably protected against all hazards generated by the work, i.e. heat, sparks, fumes, welding rays, etc. This may include, but not limited to, the use of personal protective equipment, shields, screens, or local exhaust ventilation. When in doubt if adequate precautions are in place, do not perform the Hot Work until consulting with Rutgers University Emergency Services (RUES) and/or Rutgers Environmental Health and Safety (REHS).
6. Prior to starting any Hot Work, the employee or vendor performing the work must verify that the fire alarm system is properly impaired to prevent false fire alarm activations. Fire alarm impairments must be reviewed and approved forty-eight (48) hours in advance by utilizing the on-line Fire Protection Impairment & Hot Work Request System:
<https://halflife.rutgers.edu/hotwork/>. Approval of a Hot Work Permit is NOT approval for a fire alarm impairment.

7. **ALL INCIDENTS (fire, burning, excessive smoke) involving a Hot Work will require termination of all Hot Work activities and immediately reported to Rutgers University Emergency Services (RUES)**

C. HOT WORK PERMIT – PROHIBITED CONDITIONS:

A Hot Work Permit Will Not Be Permitted If Any Of The Following Exists:

1. Sprinkler Protection is impaired;
2. Appropriate firefighting equipment (fire extinguishers or fixed water source as approved) is not readily available;
3. Combustible or flammable materials are within 35 feet and cannot be moved or protected;
4. Floor and wall openings cannot be covered;
5. Flammable vapors or gases present;
6. Cutting or welding on pipes or other metals can conduct enough heat to ignite nearby combustible materials; or
7. Any condition that could result in undue hazards by performing the work.

D. RESPONSIBILITIES WHILE PERFORMING HOT WORK

This section is applicable to all university units performing hot work, including Schools, Departments, Farms, Clinics, Research Stations, Camps and other Outlying Facilities

1. DEPARTMENT – Performing or Contracting Hot Work

- a. Recognize its responsibility for the safe usage of cutting and welding equipment in their area;
- b. Establish areas for cutting and welding, i.e. maintenance shops;
- c. Ensure hot work procedures are being implemented and followed in other areas;
- d. Ensure that supervisors, cutters and welders are suitably trained in the operation of the equipment and the safe use of the process;
- e. Ensure that supervisors, cutters and welders are suitably trained in the operation of the fire protection equipment (fire extinguishers); and
- f. Ensure that contractors follow University procedures.

2. SUPERVISOR – Of Employee or Vendor Performing Hot Work

- a. Request Hot Work Permits by utilizing the on-line Fire Protection Impairment & Hot Work Request System (<https://halfife.rutgers.edu/hotwork>) for all staff performing Hot Work.
- b. Upon completion of Hot Work, immediately close out all requested Hot Work Permits in the on-line Hot Work Permit System.
- c. Ensure that all employees and contractors are utilizing hot work procedures;
- d. Ensure that a hot work permit is retained prior to the start of work;
- e. Ensure that all cutting and welding equipment is in satisfactory condition and in good repair; and
- f. Ensure that employees are suitably trained in the University Hot Work Program, fire extinguisher use and operation of the equipment and the safe use of the process.

3. EMPLOYEE/VENDOR– Performing Hot Work

- a. Follow and use the hot work procedures;
- b. Obtain a hot work permit prior to any work;
- c. Ensure that all cutting and welding equipment is in satisfactory condition and in good repair;

- d. Attend and actively participate in training sessions; and
- e. Protect nearby personnel against heat, sparks, etc. when working in occupied buildings.

E. PROGRAM MANAGEMENT RESPONSIBILITIES

1. Rutgers University Emergency Services (RUES)

- a. Monitor Hot Work on the New Brunswick Campuses;
- b. Provide technical assistance and conduct random work site inspections to monitor compliance; and
- c. Provide assistance in training supervisors and employees.

2. RUTGERS ENVIRONMENTAL HEALTH AND SAFETY (REHS)

- a. Provide technical support
- b. Assist in providing training; and
- c. Conduct periodic audits of the program

3. UNIVERSITY FACILITIES AND CAPITAL PLANNING (UFCP)

(Newark and Camden Campuses)

- a. Monitor Hot Work activities on the Newark and Camden Campuses operated by UFCP;
- b. Provide technical assistance and conduct random work site inspections to monitor compliance; and
- c. Notify RUES and/or REHS to review compliance issues or technical concerns.