



Safety Department

Hot Work Program

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| Issued by: | Brent Mattox |
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Introduction

Purpose

Ohio University has implemented this Hot Work Program to assure the safety of the employees that perform hot work. The program is also designed to ensure the safety of all building occupants during hot work operations.

Scope

This program is designed to help Ohio University's Facilities Management and Safety shops and departments comply with the OSHA Welding, Cutting and Brazing standards as outlined in 29 CFR 1910 Subpart Q and 29 CFR 1926 Subpart J and NFPA Standard for Fire Prevention during welding cutting, and other hot work as outlined in NFPA 51B. This program establishes guidelines and procedures for use with any hot work activities on Ohio University Property.

Application

All hot work activities on Ohio University property must comply with the requirements of this program. Hot Work is defined as welding, cutting soldering, brazing, grinding, and other forms of torch operations that will introduce sparks or open flame to the work area. Hot work has the potential to introduce health, safety, and property hazards that result from the fumes, gases, dust, sparks, hot metal, and radiant energy produced during hot work operations.

General Program Requirements

- Employees who perform hot work must be provided training. Employees must use required personal protective equipment (PPE).
- All employees can stop work if they believe it unsafe to complete the hot work activity as described by this program. If the employee identifies a hazard that was not addressed, then the employee is to notify their supervisor of the concern and this concern will be evaluated and corrected before proceeding.
- Each shop or department covered by this program must appoint one or more Competent Person(s) to ensure compliance with this program.

Hot work activities may involve additional safety hazards not addressed by this program including:

- Work that may impact existing utilities that may need to be locked and tagged out using procedures from Ohio University's Lockout/Tagout Policy; and
- Work conducted in areas where hazardous atmospheres or gases could accumulate (e.g., gas distribution lines, or hazardous materials storage locations) which is outlined in Ohio University's Confined Space Program.

Responsibilities

Shop or Department

Each shop or department that conducts hot work must designate a person or persons as Competent Person(s). The shop or department must assure that a Competent Person performs the responsibilities as described in this program.

Competent Person

A competent person is designated by the organization or department to ensure that the health and safety responsibilities are being met. Each Competent Person is responsible for ensuring that procedures described in this program are followed including employee training, personal protective equipment, site inspections, and record keeping.

Fire Watch

Fire Watch consists of one or more employees designated to be responsible for ensuring proper fire fighting equipment is readily available and should identify the nearest fire alarm pull station. Employees tasked with Fire Watch should check hot work and adjacent areas, when applicable, before hot work begins. They shall ensure that safe conditions are maintained during hot work activities. The Fire Watch will remain in effect for at least one hour after hot work has been completed. In areas where no active fire detection is available, Fire Watch must be maintained for 4 hours after hot work has ceased.

Employees

After receiving training, each employee has the responsibility to follow established procedures and must demonstrate a complete understanding of the safe work practices to be followed while conducting hot work activities. Employees must wear required personal protective equipment.

Project Manager

The Project Manager is responsible for ensuring contractors and/or sub-contractors follow requirements outlined in Ohio University's Hot Work Program.

Contractors

Contractors performing hot work on University property must coordinate their work with the Ohio University Project Manager and follow hot work standards.

Environmental Health & Safety (Safety)

Environmental Health & Safety (Safety) will monitor the overall effectiveness of this program through audits and annual reviews. Safety can also assist Ohio University employees with atmospheric testing, technical assistance, or equipment selection as needed. Safety will provide Hot Work Program and Fire Extinguisher Training for Ohio University employees. Safety will conduct an annual audit of the program and will maintain records related to training and audits.

Hot Work Permit

- The Hot Work Permit is to be issued by the Competent Person before any hot work activities begin. The permit expires no later than the end of the Competent Person's shift.
- The permit will be posted in the area where the work is being performed; after employee and Competent Person have filled in appropriate information.
- If any unsafe condition arises, immediately stop work, and report the condition.
- After the work and the fire watch is completed, the Fire Watch signs off on permit and returns it to the Competent Person/Project Manager.
- The Competent Person/Project Manager will forward the completed Hot Work Permit to Ohio University Safety, University Service Center, 49 Factory Street.
- Safety will maintain completed Hot Work permits for a minimum of one year.

Designated Hot Work Areas

Certain areas may be designated as a permanent space in which to conduct hot work. These spaces are designed for hot work and do not require a permit to be issued daily. A designated hot work area must meet the following criteria:

- No combustible materials or chemicals within 35 feet of the hot work activity.
- Equipped with fire extinguisher.
- Where applicable, an automated fire system utilizing a heat detector instead of a smoke detector.
- Supplied with exhaust ventilation or smoke absorption units to remove smoke and fumes.
- Working surfaces are of non-combustible materials.
- Is suitably segregated from adjacent areas.
- Inspected and approved by the Competent Person and the Safety Department.
- Permit is posted in the designated work area.

Designated Hot Work Area Permit

- A properly completed Designated Hot Work Area Permit must be completed by the Competent Person and submitted in advance to the Safety Department for approval.
- Once approved by the Safety Department, permits shall expire no more than one year from the date of issuance.
- Any changes in the configuration and/or occupancy of the designated area shall immediately void the permit.
- The supervisor is responsible for the designated hot work area and must request a new permit before the expiration date or if changes to the designated hot work area or processes occur.

Personal Protective Equipment

- Employees must wear appropriate filter lenses, eye, and face protection.
- Clothing should be free of oil and grease.
- Some types of welding may require the use of flame-resistant gauntlets, gloves, caps, shoulder covers, leggings, high boots, or a flame-resistant apron. Be sure to evaluate the job and understand the proper personal protective equipment required.