Hot Work Loss Prevention Program

2017 Revisions
Overview

• Purpose & 2017 Revisions
• Scope
• Definitions
• Standard Hot Work Procedures & Responsibilities
• Process to Obtain and Use a Hot Work Permit
Purpose

• Establish a consistent campus-wide policy regarding Hot Work
  • 2017 REVISIONS

• Reduce the risk of injury and loss by fire caused by Hot Work activities
Scope

• Requires any individual who engages in Hot Work to comply with University policy

• Applies to all faculty, staff, students, or third parties performing Hot Work on behalf of the University of Iowa and in all University of Iowa facilities, including UIHC
Definitions

**Hot Work** – anything that produces flame, heat, or sparks

- Electric or gas welding, abrasive cutting, soldering, grinding, torch work, and brazing;

- Includes acetylene torches, arc welding equipment, portable grinders, and propane torches;

- Also non-rated electrical tools and equipment when used in a hazardous environment
Definitions

**Fire Safety Supervisor**

- Designated permit authorizer,
- Trained to authorize Hot Work Activities, and
- Supervises the individual performing Hot Work
Definitions

Fire Watch

- Designated and trained to observe Hot Work for the purpose of preventing, detecting, and suppressing fires
- Must continuously monitor Hot Work (during and after for 60 minutes)
- Must be trained to use manual firefighting equipment
- Must have the ability to summon emergency assistance if needed

-CANNOT BE THE PERSON PERFORMING THE HOT WORK!!!!
Standard Hot Work Procedures & Responsibilities

A. Hot Work Locations
B. Fire Safety Supervisor
C. Employee Performing Hot Work
D. Fire Watch – REVISED TO 60 MINUTES (October 1, 2017)
Standard Hot Work Procedures & Responsibilities

A. Hot Work Locations
B. Fire Safety Supervisor
C. Employee Performing Hot Work
D. Fire Watch
Hot Work Locations

1. Temporary by issuance of approved UI Hot Work Permit (Yellow Permit) or

2. Designated Hot Work Sites with visible “Designated Hot Work Site” permit/certificate posted (White Permit)
   • Formally evaluated and meet the requirements of the International Fire Code
   • Inspection and verification of proposed designated location will be completed by UI Public Safety or UIHC Safety and Security.
   • Only be used by trained and authorized individuals
WE HAVE INSPECTED THE ABOVE PREMISES AND FOUND:

Based on my inspection of the Sheet Metal Shop, Room 145, located in the Madison Street Services Building, I approve the use of the room as a designated hot work site in accordance with Chapter 35 of the 2015 International Fire Code and the University of Iowa Hot Work Loss Prevention Program.

Please ensure the space is free of all combustibles, prior the start of any hot work. All requirements of Chapter 35 and the University’s Hot Work Loss Prevention Program are properly followed before, during, and after all hot work is performed in this space:

This space will be subject to periodic inspections by this office and any deficiencies noted may result in loss of hot work privileges.

Type of hot work to be performed at this site:
- Tungsten Inert Gas (TIG) welding
- Metal Inert Gas (MIG) welding
- Oxy-acetylene welding / cutting
- Shielded metal arc (“stick” welding)
- Grinding
- Sanding
- Plasma cutting
- Abrasive cutting (chop saw)
- Soldering

THIS PERMIT WILL EXPIRE ON SEPTEMBER 8th, 2017

Post in a conspicuous location within the hot work site

Inspected By:

Bruce McCabe, Fire Safety Coordinator

University of Iowa Department of Public Safety
808 University Capitol Centre, Iowa City, IA 52242-6500
Standard Hot Work Procedures & Responsibilities

A. Hot Work Locations
B. Fire Safety Supervisor
C. Employee Performing Hot Work
D. Fire Watch
Fire Safety Supervisor Must:

1. Question whether the Hot Work is necessary

2. Verify the location has been examined, the precautions checked on the “Required Precautions Checklist” have been taken to prevent fire.

3. Verify there is a qualified Fire Watch for the immediate area until Hot Work is completed.

4. If the Hot Work is to be conducted in a sprinklered facility, ensure that the sprinkler protection in the Hot Work area is in service.
Fire Safety Supervisor Must:

5. Sign the Hot Work Permit
   The Fire Safety Supervisor **cannot be the same person performing the Hot Work.**

6. Issue Hot Work Part 2 to the person performing the Hot Work, to be posted in a conspicuous location at the Hot Work site.

7. Fire Safety Supervisor will verify accuracy and completion of the permit, and submit to Risk Management or UIHC Safety &Security.
Standard Hot Work Procedures & Responsibilities

A. Hot Work Locations
B. Fire Safety Supervisor
C. Employee Performing Hot Work
D. Fire Watch
Employee Performing Hot Work Must:

1. Use the University of Iowa Hot Work Permit
2. Inform the shift supervisor or designee of planned work activities within designated areas requiring a Hot Work Permit
3. Sign Part 1 of the Hot Work Permit as the person performing the Hot Work
4. Request signature from Fire Safety Supervisor. Must be someone different than the person performing the Hot Work.
5. Affix the authorized Hot Work Permit to a visible place in the work area.
Employee Performing Hot Work Must:

6. Conduct the Hot Work operations
7. Stop Hot Work operations if any new hazards are introduced to the area.
8. Ensure that tools and equipment are in satisfactory condition and good repair, and the proper use of PPE
9. Protect nearby personnel and passersby against heat, sparks, etc.
10. Ensure Fire Watch is present at all times before, during, and after the Hot Work
Standard Hot Work Procedures & Responsibilities

A. Hot Work Locations
B. Fire Safety Supervisor
C. Employee Performing Hot Work
D. Fire Watch - REVISED TO 60 MINUTES (October 1, 2017)
Fire Watch

1. Ensures that safe conditions are maintained during Hot Work operations.
2. The Fire Watch has the authority and will stop Hot Work operations if unsafe conditions develop.
3. The Fire Watch will have fire extinguishing equipment readily available and will be trained in its use.
4. Shall remain in the Hot Work area during the entire period of Hot Work activities and for 60 minutes thereafter, including any break in activity.
5. Prior to leaving area, perform final inspection, sign Hot Work Permit Part 2
   A. In the event that the current Fire Watch has to leave the area, Hot Work activities must cease or replace Fire Watch.
   B. Person performing Hot Work cannot also be the Fire Watch for the same Hot Work Permit.
How to Obtain and Use a Hot Work Permit

A. Always ask yourself – “Is there a safer alternative to Hot Work?”
   • If yes, use the safer alternative.
   • If not, continue to next step.

B. Hot Work request is directed to the designated Fire Safety Supervisor.

C. Fire Safety Supervisor visits the Hot Work site with the requestor to review the planned Hot Work and site.

D. Fire Safety Supervisor fully completes the balance of the Hot Work Permit Part 1 (signature required).
   A. University – Part 1 is kept by the Fire Safety Supervisor for reminder/ notification.
   B. UHIC – Part 1 is kept in the UIHC Fire Safety Office for tracking.

E. Hot Work Permit Part 2 is given to the Hot Worker to visibly post at Temporary Hot Work Site.
How to Obtain and Use a Hot Work Permit

F. The Hot Worker, with Fire Watch present, performs the necessary Hot Work

G. After Hot Work is completed, the Fire Watch stays at the work site for 60 continuous minutes monitoring for smoldering and fire development.

H. At the end of the 60 minutes, the Fire Watch signs the “post Hot Work Fire Watch” on Permit Part 2.
   • REMEMBER – During the Hot Work the Fire Watch cannot be the same as the person performing the Hot Work.

I. Once Hot Work Permit Part 2 is completed and verified, return Permit Part 2 to the Fire Safety Supervisor, or Permit Authorizer.

J. Fire Safety Supervisor or Permit Authorizer should forward completed Permit Part 2 to:
   • University:
     i. Risk Management Office, 430 Plaza Centre One, or
     ii. If it is a Design & Construction Project, the construction manager or Fire Safety Supervisor for that project
   • UIHC: UIHC Fire Safety Office
Summary

• Revised policy concerning Hot Work to reduce the risk of injury and loss by fire caused by Hot Work activities
• Emphasized Standard Hot Work Procedures & Responsibilities
• Showed the Process to Obtain and Use a Hot Work Permit
Questions

University Fire Safety
808 UCC
(319) 335-5389
https://police.uiowa.edu/fire-safety
bruce-mcavoy@uiowa.edu

UIHC Safety & Security
0081 RCP UIHC
(319) 356-2658
Website on UIHC intranet
Questions

Facilities Management Work Control
210 USB
(319) 335-5071
https://www.facilities.uiowa.edu/bls/wcc.html
facilities-wcc@uiowa.edu

Risk Management
430 PCO
(319) 335-0010
https://uiowa.edu/riskmanagement/
risk-management@uiowa.edu
Questions

Environmental Health & Safety
122 Grand Avenue Court
(319) 335-8501
https://ehs.research.uiowa.edu/
ehc-contact@uiowa.edu
Campus Hot Work Committee

- Brent Anderson – Facilities Management
- Josey Bathke – Risk Management
- Lou Galante – Facilities Management
- Bill Hoffman – UIHC Fire Safety
- Chris James – UIHC Safety and Security
- Bruce McAvoy – UI Fire Safety
- Steve Paulsen – Environmental Health and Safety
- Dustin Ripley – Facilities Management
- Tony Weinschenk – UIHC Fire Safety
TEST Training Link

https://collections.uiowa.edu/hr/lad/bdrummon/hw/story.html