Hot Work
Loss Prevention Program
Refresher for Building Coordinators

WARNING!
HOT WORK IN PROGRESS
Watch for fire!

July 21, 2021
Overview

• Background
• Locations
• Process
• Training
• What can you do as a Building Coordinator?

For the full policy go to: https://riskmanagement.fo.uiowa.edu/hot-work
Campus Hot Work Committee

- Brent Anderson – Facilities Management
- Josey Bathke – Risk Management
- Chris James – UIHC Safety and Security
- Dustin Lane – Facilities Management
- Bruce McAvoy – UI Fire Safety
- Steve Paulsen – Environmental Health and Safety
- Tony Weinschenk – UIHC Fire Safety
Purpose

• Establish a consistent campus-wide policy regarding Hot Work
• 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 60/180 minutes depending on the type of hot work)
- 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!!!!**
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 or UIHC Fire Safety
   - Only be used by trained and authorized individuals
   - **NOTE:** failure to adhere to safety requirements could cause the designation to be revoked in the sole discretion of UI or UIHC Fire Safety
Designated Hot Work Site Permit

UNIVERSITY of IOWA
DEPARTMENT of PUBLIC SAFETY
FIRE SAFETY

Location: Room 145
Date: September 1, 2016
Inspection Type: Designated Hot Work Site
Building: Madison Street Services Building
Address: 640 South Madison Street
User Group: Building and Landscape Services
Facility Contact: Curt Fountain

Building Occupancy Type: Factory Industrial "F-1" (industrially moderate hazard)
Construction Type: IIIB (non-combustible, non-protected)
Fire Sprinkler System: YES

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 to 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 McIlroy, Fire Safety Coordinator

University of Iowa Department of Public Safety
808 University Capitol Centre Iowa City, IA 52242-6500

*Must be posted onsite*
## List of University Designated Permit Sites as of 5/19/21

*Updated annually*

Located at: [https://riskmanagement.fo.uiowa.edu/hot-work-program#Appendices](https://riskmanagement.fo.uiowa.edu/hot-work-program#Appendices)

*If the HW site is not on this list then they must have a temporary permit (yellow permit) at the location EACH & EVERY day that Hot Work is occurring*
How to Obtain and Use a Hot Work Permit

A. The following offices have blank Temporary Hot Work Permits (yellow permit): UIHC Safety & Security, FM Safety Manager and Risk Management

B. A 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 60/180 continuous minutes** monitoring for smoldering and fire development.

H. At the end of the 60/180 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
**Annual Training Requirement**

- **At UIHC:** contact UIHC Fire Safety for UIHC training registration info

- **Outside UIHC:**
  - For non-uiowa staff: [https://learn.uiowa.edu/](https://learn.uiowa.edu/)
  - For students: [https://compliance.hr.uiowa.edu/](https://compliance.hr.uiowa.edu/)
  - For UI staff: Employee Self-Service
What can you do as a Building Coordinator?

Feel comfortable:

- **Directing** contractors with questions to a member of the Campus HW Committee
- **Looking** for the hot work permit anytime you see/smell/hear hot work (it must be posted in the area) and look for a 2\textsuperscript{nd} person doing the fire watch
- **Asking** the contractor/worker for their hot work permit if you don’t see it
- **Asking** the contractor/worker to stop work if they do not have a proper and completed hot work permit present
- **Contacting** FM@YourService, UIHC Safety & Security, UI or UIHC Fire Safety if you have concerns or questions
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

FM@Your Service
210 USB
(319) 335-5071
https://www.facilities.uiowa.edu/services/fmyourservice
facilities-wcc@uiowa.edu

Risk Management
Josey Bathke or Melissa Miller
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/
 ehs-contact@uiowa.edu