



HOT WORK PERMIT

(Post completed permit at the work site)



INSTRUCTIONS : Hot Work Permit instructions can be found in Appendix B of WVU Hot Work Program

COMPLETE CHECKLIST AND MARK BOX WHERE APPLICABLE

HOT WORK BEING DONE BY:

Employee Name : _____

LOCATION:

Building: _____

Floor: _____

Brief description of task, materials and methods:

Fire Watch Required? Yes _____ No _____

Name(s) of fire watch (if required):

Time Started: _____ Completed: _____

Permit Expires / / Time _____ AM
PM

Signed _____
Permit Authorizing Individual (PAI)

Requirements within 35 ft. (10 m) of work.

- Ensure combustible building materials are no closer than 35 feet of hot work operations.
- Flammable liquids, dust, lint, and oil deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean.
- Combustible floors wet down, covered with damp sand or fire resistant sheets.
- Remove other combustibles where possible. Otherwise protect with fire resistant tarpaulins or welding screens.
- All wall and floor openings covered.
- Fire resistant tarpaulins suspended beneath work.

Work on walls or ceilings/Enclosed equipment (tanks, container, ducts, dust collectors, etc.).

- Construction at HW operation site is non-combustible.
- Openings or cracks in walls, floors, or ducts with in 35ft of hot work are protected.
- Non -combustible construction or insulation.
- Danger does not exist by conduction of heat into another area.
- Ducts or conveyor systems that might carry sparks to distant combustibles are suitably protected or shut down.
- Enclosed equipment cleaned of all combustibles
- Containers purged of all flammable liquids/ vapors. (Results of gas detection verified by the PAI)

Fire Watch

- A fire watch will be provided by the contractor or WVU department conducting the hot work activity during the time the hot work is being done.
- Fire watch will maintain their duties for 1/2 hour after hot work operations have ceased.
- Will be trained and supplied with suitable fire extinguishers.
- Fire watch is trained and will have the ability to sound a warning alarm in the event of fire.
- If circumstance demand, an additional fire watch may be required in adjoining areas above, below or adjacent to the hot work activities.

Safety

- Sprinkler systems and extinguishers operable and available.
- Make sure the hot work area is provided with ventilation to discharge smoke, grinding dust or fumes to the outside.
- Hot work equipment in good repair and at work site.
- Lockout/tag out required and notification of affected employees and building supervisors.
- If required, utilization of the WVU Confined Space Entry Permit.

FINAL CHECK

Work area and all adjacent areas to which sparks and heat might have spread, including floors above and below and on opposite side of wall(s) were inspected 30 minutes after the work was complete and were found fire safe.

Signed _____
Fire Watch

WHEN HOT WORK ACTIVITIES ARE FINISHED FORWARD A COPY OF THE PERMIT TO ENVIRONMENTAL HEALTH AND SAFETY WITHIN 24 HOURS TO:

FAX: (304) 293-7257 or
timothy.dawson@mail.wvu.edu