



## **HOT WORK PROGRAM**

It is SUNY Potsdam policy to provide a safe workplace for its employees in accordance with all federal, state and local regulations. The Office of Environmental Health, Safety, & Emergency Management has implemented a department safety program to help identify workplace hazards, promote safe work practices and provide safety information to all department employees.

### **PURPOSE**

Hot Work is defined as welding, thermite welding, thermal spraying, installation of torch applied roof systems, cutting, soldering, brazing, grinding, thawing pipe and other similar operations which produce sparks, hot slag, radiant heat, or convective heat. Potential health safety and property hazards may result from the hot work process.

The Hot Work program is intended to:

- Preserve the safety of the worker performing the hot work
- Ensure safety to all building occupants during hot work operations
- Prevent accidental activation of the building fire detection system
- Limit losses from accidental ignition of property

**All hot work activity requires a [Hot Work Permit](#) to be completed and approved by the Office of Environmental Health, Safety & Emergency Management.**

### **SCOPE**

This procedure applies to any SUNY Potsdam employee or outside contractor/consultant who will be performing hot work operations in any campus owned building. This includes but is not limited to campus maintenance and operations, departmental construction or outside contractor personnel.

Employees and contractors, when performing hot work in campus buildings, must follow applicable standards:

- OSHA Subpart J, Welding and Cutting
- OSHA 1926.350 “Gas Welding and Cutting”
- OSHA 1926.351 “Arc Welding and Cutting”
- OSHA 1926.352 “Fire Prevention”
- OSHA 1926.353 “Ventilation and Protection in Welding, Cutting and Heating”
- NYS Fire Code Chapter 35 “Welding and Other Hot Work”
- NFPA 51B “Fire Prevention in Use of Cutting and Welding Processes
- SUNY Potsdam Hot Work Policy
- SUNY Potsdam Fire Watch Guidelines

## **RESPONSIBILITY**

### **Environmental Health, Safety, & Emergency Management**

- Assure an adequate Hot Work Program is established and implemented for SUNY Potsdam Physical Plant and services employees and contracted vendors.
- Provide Hot Work training to employees to include portable extinguisher training.
- Inform Facilities Management who may hire outside contractors that these contractors are required to abide by the requirements of this program.
- Inspect all areas covered under a permit application prior to Hot Work being authorized.
- Stop hot work activities that do not have a proper permit on display and/or have not complied with all requirements of this program.

### **SUNY Potsdam Project Managers**

- When coordinating construction work, inform all contractors of this program and ensure all contractors and subcontractors comply with this program. Hot work policy should be presented at project kick off meetings.
- Work with contractor's supervisors in enforcing this program.
- Stop hot work activities that do not have a proper permit on display and/or have not complied with all requirements of this program.

### **Employees Responsible for Hot Work Operations**

- Attending training on Hot Work program.
- Demonstrate a working knowledge of the provisions of NYS Fire Code Chapter 35.
- Obtain [Hot Work permit](#) before performing hot work.
- Understand all fire prevention precautions and how to safely use fire extinguishers.
- Properly prepare area before performing hot work.
- Ensure the Impairment Coordinator is notified if work will impair any life safety system or affect any egress paths by emailing [safety@potsdam.edu](mailto:safety@potsdam.edu). The following is the information required to be provided for all impairments:
  - Date impairment began.
  - Anticipated end date of impairment.
  - Location of impairment.
  - Description of impairment.
  - Name and phone number for person responsible for work which necessitates the impairment.
- Ensure supervisor and electrical staff are notified if any fire protection system component will need to be disabled for hot work, expected duration of work, and request for fire watch.
- Use only approved equipment for hot work activities and report any equipment problems to your supervisor.
- Immediately inform supervisor of any hot work activities with no permit posted.

## **DESIGNATED HOT WORK AREAS**

Whenever possible, hot work activities should be limited to controlled environments, such as a designated hot work areas like a welding shop where the likelihood of fire is minimized. Designated hot work areas will have an annual hot work permit, but all personnel performing hot work are to be trained and are expected to follow all applicable procedures.

SUNY Potsdam Designated Hot Work Areas are:

B170 Instrument Repair Room Crane  
Welding Shop at the Service Center  
Brainerd Hall Room 111

If possible, hot work should be performed outside at least 10 feet or greater away from the building. SUNY Potsdam requires hot work permits for exterior work.

## **PROCEDURE FOR PERMITTED TEMPORARY HOT WORK**

### **Prohibited Areas**

Hot Work shall only be conducted in areas designed or authorized for that purpose by the personnel responsible for the Hot Work Program. Hot Work shall not be conducted in the following areas:

- In areas not authorized.
- In sprinklered buildings while such protection is impaired.
- In the presence of an explosive atmosphere (mixtures of flammable gases, vapors, liquid, or dusts in the air) or explosive atmospheres that may develop inside unclean or improperly prepared tanks or equipment which have previously contained such materials or that may develop in areas with an accumulation of combustible dusts.
- In areas near the storage of large quantities of exposed, readily ignitable materials such as bulk paper, cotton or loose combustible materials.

In the event that hot work must occur in one of the above areas, the Office of Environmental Health, Safety, & Emergency Management and the Campus Project Manager or Supervisor must meet to discuss further safety precautions.

### **Hot Work Permit**

No hot work activity outside of specifically designated hot work areas is allowed without first obtaining a hot work permit. All persons engaged in hot work operations outside the designated hot work areas must fill out a permit. This includes, but is not limited to SUNY Potsdam employees and outside contractors.

Note: Hot Work Permit Applications can be found at the following link:

<https://forms.office.com/r/9UBqbiGs86>

Permits can also be filled out by using the following QR code from any internet enabled device such as a smartphone or tablet:



Permits may be granted for extended times based on the project. However, worksite checks, fire watches, and all other applicable requirements must be completed **daily**. Permits are limited to one job site.

### **Authorization**

Employees of the Physical Plant and outside contractors may obtain Hot Work permits from the Office of Environmental Health, Safety, & Emergency Management who shall review the hot work application, perform a jobsite inspection and issue the permit if the personnel, intended work and area comply with all of the requirements of the Hot Work Program. **University Police shall be notified of any Hot Work permit issuance via email.**

### **Campus Fire Alarm Systems**

In some instances, fire-monitoring devices such as smoke detectors must be protected/covered or deactivated in the immediate vicinity to prevent general alarms from sounding throughout the building. Any planned system or device deactivation or the covering of smoke detectors must be noted on the hot work permit application. At the end of hot work activities each day, including required fire watches, the alarm system/device shall be re-activated and any protective covers removed.

### **Monitoring**

SUNY Potsdam's fire alarm systems are monitored by University Police. When a device is activated and a general alarm sounds the building will be evacuated, University Police will notify Potsdam Fire Department and both will respond.

In some instances, a building or a portion of a building's fire alarm system will need to be taken "offline" to accommodate hot work activities. This activity is intended to reduce or eliminate any unwanted alarms and subsequent evacuation of the building. Devices in the general area of the hot work may be protected/covered to prevent an unwanted alarm. If a device is activated while the system is "offline" the system will sound a general alarm in the building which will in turn cause the building to be evacuated and University Police to respond.

The scenario above requires that a fire watch be performed for the duration of the event as this is considered an impairment to the fire alarm system. The Impairment Coordinator shall be notified prior to this to ensure

that University Police and Potsdam Fire Department are notified of the impairment. For more information on Fire Watch consult the SUNY Potsdam Guidelines for Fire Watch located at: <INSERT LINK>

For some construction projects in which hot work activities will be continuously taking place the building's fire alarm system may be scheduled with the Physical Plant to be taken offline each day for a specific time frame for the duration of the work. The general contractor is required to perform all fire watches and comply with all the requirements of the Hot Work Program & Fire Watch guidelines for the project duration.

### **Fire Extinguishers**

Suitable fire extinguishing equipment shall be maintained in a state of readiness for instant use. The devices are provided and inspected by the Office of Environmental Health, Safety, & Emergency Management for employee use. Contractors engaging in Hot Work on the campus are required to provide suitable fire extinguishers and ensure their employees are trained. Hot Work areas and fire extinguishers are subject inspection at any time by campus code officials.

### **Fire Watch**

A fire watch shall be required whenever hot work activities take place inside campus buildings. A mandatory 30-minute fire watch shall be conducted for all hot work activities. The campus code enforcement officers may mandate a longer time period based on the hazards or work being performed. Consult the [SUNY Potsdam Guidelines](#) for Fire Watch for more information.

Click [HERE](#) for Fire Watch Log Sheets.

**Note: Upon completion of Hot Work activities, the Hot Work Permit and required fire safety checklists shall be returned to the Project Manager and the Office of Environmental Health, Safety, and Emergency Management within twenty-four hours.**