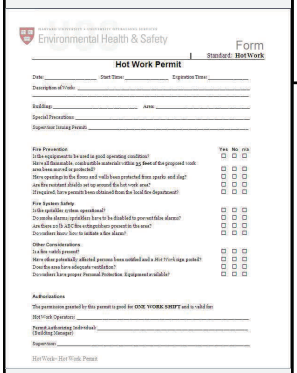
HARVARD
Campus Services
ENVIRONMENTAL HEALTH, SAFETY & EMERGENCY MANAGEMENT

Date: 12/6/2010 **Toolbox Talk #32**

HOT WORK


Environmental Health & Safety
Form
Standard: Hot Work

Hot Work Permit

Date: _____ Start Time: _____ Expiration Time: _____

Description of Work: _____

Building: _____ Area: _____

Special Precautions: _____

Supervisor Issuing Permit: _____

Fire Prevention	Yes	No	n/a
Is the equipment to be used in good operating condition?	☐	☐	☐
Are all flammable combustible materials within 35 feet of the proposed work area been moved or protected?	☐	☐	☐
Are openings in the floors and walls been protected from sparks and slag?	☐	☐	☐
Are fire resistant shields set up around the hot work area?	☐	☐	☐
If required, have permits been obtained from the local fire department?	☐	☐	☐
Fire System Safety			
Is the sprinkler system operational?	☐	☐	☐
Do smoke alarms/sprinklers have to be disabled to prevent false alarms?	☐	☐	☐
Are there an ABC fire extinguisher present in the area?	☐	☐	☐
Do workers know how to initiate a fire alarm?	☐	☐	☐
Other Considerations			
Is a fire watch present?	☐	☐	☐
Have other potentially affected persons been notified and a Hot Work sign posted?	☐	☐	☐
Does the area have adequate ventilation?	☐	☐	☐
Do workers have proper Personal Protection Equipment available?	☐	☐	☐

Authorizations

The permission granted by this permit is good for **ONE WORK SHIFT** and is valid for:

Hot Work Operator: _____

Permit authorizing individual: _____
(Building Manager)

Supervisor: _____

Hot Work - Hot Work Permit

Employees must obtain a completed Hot Work Permit from Supervisor

Employees must wear required PPE

Operations that create a spark or flame such as welding and soldering are referred to as hot work. Special precautions are necessary to perform hot work safely. Hot work procedures must be understood by operators and building managers and all occupants should be familiar with basic safe work practices. Harvard EHSEM has developed a Hot Work Standard.

Roles and Responsibilities

Employee:

- Use equipment safely
- Alert affected employees of hot work activities being conducted in their area
- Ensure hot work activities are conducted in compliance with the Standard
- Obtain a completed Hot Work Permit from their supervisor
- Obtain approval from Permit Authorizing Individual (PAI) for that facility before commencing hot work activities
- Cease operations if unsafe conditions arise
- Have a fire extinguisher readily available
- Complete hot work training prior to conducting any hot work activities
- Wear required personal protective equipment

Fire Watch:

- Alert affected employees of hot work activities
- Ensure safe work practices are maintained during hot work operations
- Stop work if the hot work operations become unsafe
- Have a fire extinguisher readily available
- Be familiar with the facility's procedures for sounding an alarm
- Activate the facility alarm if a fire starts
- Extinguish small fires if it is safe to do so

Facility Manager:

- Authorize University hot work permits for their building
- Coordinate fire protection system shut down with the contractor and the Campus Services FMO fire safety group

Major provisions of the Standard

- Fire and explosion prevention
- Storage of compressed gas cylinders
- Personnel protection
- Health protection & ventilation

Discussion points

- How long must Fire Watch monitor after operations have stopped?
- Is lighting a torch with a match or lighter safe?
- Do you remove electrodes from holder when not welding?

Environmental Health, Safety & Emergency Management

Cambridge Campus
46 Blackstone St.
Cambridge MA, 02139
(617) 495-2060

Longwood Campus
107 Ave. Louis Pasteur
Boston, MA 02115
(617) 432-1720