

Virginia Commonwealth University

HOT WORKS PERMIT PROGRAM HOT WORKS -WELDING, CUTTING, SOLDERING & OPEN FLAME OPERATIONS

All welding, cutting, soldering & open flame operations performed in any VCU controlled facility on either East or West campus requires the issuance of a Hot Works Permit from the OEHS, Fire/Safety Office. This permit system applies to all work performed by in-house or by contractors to the University. To Comply:

- A. Follow the Hot Works Permit Program that requires:
 - 1. Contact OEHS 828-7899 if on the East (Hospital) campus or 828-0040 if on the West (Academic) campus to obtain the required Hot Works Permit, prior to beginning work.
 - 2. Notification to the Operations Center at 828-9364 - Before work is started and upon completion.
 - 3. Providing a fire watch during and after the “hot” activity. The fire watch should be familiar with all procedures to report fires and activate alarms.
- B. Acetylene, oxygen and other compressed gas cylinders must be:
 - 1. Capped at all times except when connected to the welding cart.
 - 2. Secured upright at all times.
- C. Appropriate fire extinguisher(s) must be on the welding cart, and or in the area at all times.
- D. All personnel shall wear protective apparel when welding, cutting and/or soldering. This should include gloves, hoods, goggles and aprons as applicable. Ankle-high shoes, with trousers outside of them, should be worn to prevent molten material from falling into shoes.
- E. Screens and warning signs should be set up to prevent eye injuries to nearby persons.
- F. Make sure that all explosive vapors have been removed from containers before working on them.
- G. Never snap or throw solder to get it off a hot iron.

Completed forms need to be brought or faxed to the OEHS Fire Safety Office, East (Hospital) Campus Sanger Hall B2-004-Fax # 828-1773, or West (Academic) campus, 700 West Grace St., 2ND floor, suite 2100-Fax #828-8316

OEHS EAST CAMPUS OFFICE-Sanger Hall, B2-004 FAX-828-1773
WEST CAMPUS OFFICE-700 West Grace St., 2nd Floor, Suite 2100 FAX-828-8316

VCU HOT WORKS PERMIT FOR CUTTING, WELDING, AND ROOF REPAIR

(complete all blank spaces, or write n/a)

BEGINNING DATE OF HOT WORK: _____

PROJECTED COMPLETION DATE: _____

(notify Operations Center at 828-9364 when finished)

BUILDING: _____

FLOOR OR ROOM: _____

DAILY STARTING TIME: _____

DAILY COMPLETION TIME: _____

WORK TO BE DONE: _____

ROOF REPAIR METHOD*WATER HOSE AVAILABLE (Y/N) _____

TYPE OF WELDING PROCESS: _____

SPECIAL PRECAUTIONS: _____

I VERIFY THAT ITEMS 1 THRU 15 ON THE OPPOSITE SIDE OF THIS PERMIT HAVE BEEN REVIEWED AND COMPLETED, AS NECESSARY. (ARRANGEMENTS HAVE BEEN MADE FOR ITEM 18).

I. VCU-SUPERVISOR/INSPECTOR:

NAME (please print): _____

SIGNED: _____

II. ON-SITE LEAD-MAN/FOREMAN (if different from above):

NAME (please print): _____

DEPARTMENT OR COMPANY NAME: _____

TELEPHONE NUMBER: _____ **BEEPER NUMBER:** _____

FAX NUMBER (Where you want the permit faxed when signed and approved by OEHS): _____

RADIO NUMBER (IF ANY): _____

****When the permit has been filled out, return/fax to the VCU FIRE AND OCCUPATIONAL SAFETY SECTION-OEHS) to receive final authorization to proceed.**

III. FOS STAFF MEMBER--NAME (print) _____

SIGNED: _____

****Post copy on door or wall near the entrance to the hot work area. IN CASE OF FIRE, CALL *50 OR 828-9364. (FOR INFORMATION, CALL Fire and Occupational Safety at 828-7899 or 828-0040).**

DO NOT CUT, WELD, OR USE OTHER OPEN FLAME OR SPARK PRODUCING EQUIPMENT UNTIL THE FOLLOWING PRECAUTIONS HAVE BEEN TAKEN.

CHECK EACH ITEM:

- 1) **APPROPRIATE FIRE EXTINGUISHERS ARE ON SITE AND WORKERS ARE TRAINED IN USING THEM.**
- 2) **THE OPERATIONS CENTER WILL BE NOTIFIED BEFORE BEGINNING WORK EACH DAY, AND AT THE END OF EACH DAY. (828-9364)**
- 3) **FLOOR/WALLS/CEILING ARE CLEAR OF COMBUSTIBLE MATERIALS WITHIN 35 FEET OF THE WORK AREA, OR THE SURFACES ARE COVERED WITH FIRE RETARDANT COVERS.**
- 4) **THERE IS NO FLAMMABLE LINT, DUST, VAPORS, LIQUIDS, OR CONTAINERS AND EQUIPMENT THAT CONTAINED SUCH MATERIALS, IN THE AREA.**
- 5) **FLOOR OPENINGS WITHIN 40 FEET ARE TIGHTLY COVERED.**
- 6) **ALL HOT-WORKS EQUIPMENT TO BE USED HAS BEEN INSPECTED, AND IS IN GOOD REPAIR.**
- 7) **THE SPRINKLER SYSTEM, WHERE PROVIDED, IS IN SERVICE.**
- 8) **SMOKE DETECTORS, WHERE PROVIDED, HAVE BEEN PREVENTED FROM ALARMING, THROUGH APPROPRIATE METHODS USED BY QUALIFIED TECHNICIANS.
(i.e., covered, removed, or system disabled).**
- 9) **THE NEAREST MANUAL PULL STATION HAS BEEN LOCATED, AND ALL WORKERS KNOW HOW TO OPERATE IT.**
- 10) **A RESPONSIBLE FIRE WATCHER HAS BEEN ASSIGNED TO WATCH FOR DANGEROUS SPARKS IN THE AREA, AS WELL AS THE FLOORS ABOVE AND BELOW, AND OPPOSITE WALLS.**
- 11) **A RESPONSIBLE FIRE WATCHER WILL REMAIN ON THE JOB SITE FOR 30 MINUTES AFTER COMPLETION OF THE JOB.**
- 12) **IF A FIRE OCCURS, A TELEPHONE OR RADIO IS IMMEDIATELY AVAILABLE TO CALL THE OPERATIONS CENTER AT 828-9364.**
- 13) **FIRE EVACUATION ROUTES ARE NOT BLOCKED OR ALTERED. ALL FIRE EXITS ARE OPEN.**
- 14) **DO STAFF IN THE BUILDING NEED NOTICE OF EVACUATION ROUTE CHANGES OR DRILLS?**

In confined spaces only:

- 15) **REVIEW OSHA REGULATIONS CONCERNING CONFINED SPACE WORK.**
- 16) **APPROPRIATE MONITORING FOR COMBUSTIBLE GAS, OXYGEN DEFICIENCY, AND TOXIC CHEMICALS HAS BEEN CONDUCTED.**
- 17) **VENTILATION DEVICE WILL BE USED.**
- 18) **RESPIRATORY EQUIPMENT WILL BE USED.**

FIRE WATCHER NAME(please print): _____

DEPARTMENT OR COMPANY: _____

FIRE WATCHER SIGNATURE: _____