INSTRUCTIONS FOR COMPLETING HOT WORK PERMIT

Step 1. The Permit Authorizing Individual (PAI) will visually inspect the hot work location and deactivate fire alarm components as necessary.

Step 2. If all requirements are adequately met, the Permit Authorizing Individual (PAI) shall approve hot operations by completing the Hot Work Permit and signing the permit.

Step 3. The Hot Work Permit will be maintained and posted at the worksite throughout the hot work.

Step 4. The Contractor and/or Employee performing the hot work is responsible for following the requirements on the Hot Work Permit.

Step 5. Once hot work operations are completed, and the ½ hour safety period has expired, the Hot Work Permit can be rendered invalid by the PAI.

Step 6. Once the permit is rendered invalid, the PAI shall verify all fire alarms and devices have been reactivated and made operable.

Step 7. All canceled Hot Work Permits will be forwarded to EHS via inter office mail or by FAX to (304) 293-7257 or email to Max.Humphreys@mail.wvu.edu.

QUESTIONS CONCERNING THIS HOT WORK PERMIT SHOULD BE DIRECTED TO ENVIRONMENTAL HEALTH AND SAFETY (304) 293-5784
Before conducting hot work determine if other means to correct or repair may be used, such as hardware attachments or repair etc.

**INSTRUCTIONS**

**HOT WORK BEING DONE BY:**

Employee Name: ____________________________________________

**LOCATION:**

Building: ____________________________________________

Floor: ____________________________________________

Brief description of task, materials and methods:______________

**PERMIT VALID FROM:**

Date: ____________________ Time: ________________

to

Date: ____________________ Time: ________________

The Permit Authorizing Individual (PAI) shall inspect the area at least once per day while the hot work permit is in effect to ensure that it is a fire-safe area.

**PERMIT AUTHORIZING INDIVIDUAL (PAI)**

Authorization Signature: ____________________________________________

Date Permit Issued: ________________

**COMPLETE CHECKLIST AND MARK BOX WHERE APPLICABLE**

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

- 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.

- Construction at HW operation site is non-combustible.
- Non-combustible construction or insulation.
- Combustibles are moved 35 feet away from any wall (both sides).
- Danger does not exist by conduction of heat into another area.
- 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 ½ 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.
- Ensure combustible building materials are no closer than 35 feet of hot work operations.
- Make sure the hot work area is provided with ventilation to discharge smoke, grinding dust or fumes to the outside.
- 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.
- 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.

**POST THIS COMPLETED PERMIT AT THE WORK SITE**

WHEN HOT WORK ACTIVITIES ARE FINISHED SEND COMPLETED FORM TO ENVIRONMENTAL HEALTH AND SAFETY WITHIN 24 HOURS TO:

FAX: (304) 293-7257 or max.humphreys@mail.wvu.edu