

Facilities Operations—Policies and Procedures  
Hot Work Guidelines for Contractors

Policy #: FO 305  
Updated: July 29, 2015  
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## SUMMARY

When performing hot work, appropriate planning and precautions must be in place in order to eliminate or reduce the risks of fire, explosion, property damage, or worker exposure to health and safety concerns. This program is designed to help provide a safe work environment for contractors performing hot work and occupants in and around hot work areas. Remember, authorized hot work should only be performed as a last resort. Consider all alternatives to avoid hot work in the planning stages.

## SCOPE

This program applies to all hot work conducted by UM-Dearborn contractors who are working under the authorization of Facilities Operations. Hot work includes cutting, welding, brazing, torch soldering, high speed metal grinding, or use of an open flame.

## DEFINITIONS

*Fire Safety Supervisor* – A person responsible for authorizing the hot work job by reviewing and signing the permit to verify that all precautions are followed. The Fire Safety Supervisor is the Facilities Operations leader who authorized the contractor to perform the hot work, typically a Plant Operations Manager or a Facilities Planning Project Manager.

*Fire Watch (observer)* – A person stationed in the hot work areas who monitors the work area for the beginnings of potential unwanted fires. The fire watch may be assigned other work duties while in the hot work area.

*Hot Work* – Cutting, welding, brazing, torch soldering, high speed metal grinding, or use of an open flame.

*Hot Work Permit* – A written document that functions as a procedure guide and a warning tag used while prepping and performing hot work. A Hot Work Permit is only valid for a single shift and/or no longer than 8 hours. UM-Dearborn uses the FM Global Hot Work Permit form (#F2630)

## PROCEDURES

Hot work is a permit-required activity and includes welding, brazing, soldering, cutting, grinding, use of an open flame, or any similar activity having the potential to generate sparks.

The University requires that all contractors strictly adhere to this procedure on all work, at all times, and be particularly watchful and diligent in the execution of their hot work activities. All incidents of non-compliance with the UM-Dearborn hot work policy will be reported to EHS.

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**Contractor**

- Discuss and schedule the hot work with the appropriate Facilities Operations leader, who will assume the role of Fire Safety Supervisor, to obtain authorization to conduct hot work.
- Before beginning any hot work:
  - a. Obtain an FM Global Hot Work Permit from the Fire Safety Supervisor;
  - b. Review and complete the Required Precautions Checklist with the Fire Safety Supervisor;
  - c. Complete all items on the Required Precautions Checklist;
  - d. Temporarily cover and/or disable smoke and fire detectors/alarms, in the immediate area of the hot work. Discuss with the Fire Safety Supervisor whether fire detectors/alarms should be temporarily disabled as well;
  - e. Have the Fire Safety Supervisor review the work area to confirm that all required precautions are in place and sign off on the Hot Work Permit;
  - f. Post the Hot Work Permit in the immediate area where hot work is being performed.
  - g. *Note:*
    - i. Additional ventilation may be required to prevent fume build-up;
    - ii. Combustible and flammable materials within a 35 feet radius must be removed from the area or covered with a fire retardant blanket before performing any hot work;
    - iii. A serviceable, ABC dry chemical portable fire extinguisher is required at any hot work operation in the immediate work area;
    - iv. All fire extinguishers must be inspected on a monthly basis and prior to beginning any hot work operation. The extinguisher should have an inspection tag on it;
    - v. Welding screens must be used during welding and grinding operations.
- During the hot work:
  - a. Maintain a continuous fire watch.
    - i. Fire watch is a person in the hot work area who monitors the work area for the beginnings of potential, unwanted fires;
    - ii. The fire watch will be maintained during hot work breaks, lunch and for 60 minutes following completion of work;
    - iii. The fire watch may be assigned to other work duties while in the hot work area as long as they remain in the hot work area in a low hazard area;
    - iv. A dedicated fire watch, with no additional duties, is needed during the following types of hot work:
      1. In a sprinklered building while the sprinkler is impaired;
      2. When there are large amounts of combustible materials present, even if located more than 35 feet from the hot work area, but close enough to be ignited by a spark;
      3. Anytime there is a high risk for a fire to start.

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- After hot work is complete:
  - a. Maintain a fire watch for 60 minutes after hot work is complete;
  - b. Sign the *Fire Watch Signoff* on Part 1 of the Hot Work Permit;
  - c. Notify the Fire Safety Supervisor that hot work and fire watch is complete. If the Fire Safety Supervisor is not available, notify UM-Dearborn Police dispatch at 313-593-5333.
- Hot work is NOT permitted:
  - a. Unless authorized by the project manager through the permit system.
  - b. Within 50 feet of explosives, compressed gas cylinders, flammable or combustible liquids.
  - c. In a potentially explosive atmosphere.

## RESPONSIBILITIES

### Facilities Operations

- The Facilities Operations leader who authorized the contractor to perform the hot work is the Fire Safety Supervisor and, in this capacity, will authorize the hot work and issue the Hot Work Permit.
- The Fire Safety Supervisor will:
  - a. Review the Required Precautions Checklist on the Hot Work Permit, checking the items applicable to the project and discussing them with the person performing the hot work;
  - b. Write the emergency telephone number, 313-393-5333, on the back of Part 2 of the Hot Work Permit;
  - c. Examine the site of the hot work, confirm that the required precautions have been taken, sign the permit, and issue Part 2 of the permit to the contractor who will display it in the hot work area;
  - d. Review and approve the temporary covering/disabling of local smoke detectors and, if necessary fire alarm points and notify UM-Dearborn Police dispatch of same;
  - e. Notify UM-Dearborn Police dispatch of the contractor hot work and give them Part 1 of the Hot Work Permit;
  - f. Retain Part 1A of the permit until work is completed.
  - g. Upon receipt of the completed Hot Work Permit (Parts 1 & 2) and the Hot Work Checks documentation from UM-Dearborn Police, add Part 1A and deliver the completed permit (4 pages) to EHS.

### University Police Department

- Log the receipt of Part 1 of the Hot Work Permit and make note of which building contractor hot work is being performed.
- Conduct a walkthrough of the hot work area every hour for three hours after completion of hot work, documenting the time on the Hot Work Checks form.
- Collect Part 2 of the Hot Work Permit from the hot work area after the completion of the final walkthrough.
- Return the completed Hot Work Checks form, along with Part 1 & Part 2 of the Hot Work Permit to the Fire Safety Supervisor.

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**EHS**

- Review the Hot Work Permit documentation for completeness. Follow up on incomplete documentation or improper process
- Add the completed hot work to the hot work log.
- Maintain documentation for 3 years.
- Update guideline and program when necessary.
- Audit the Hot Work Program on a periodic basis to assess compliance and to identify deficiencies.

**SUPPORTING DOCUMENTS**

- Sample Hot Work Permit (attached)
- Sample Hot Work Checks form (attached)

**TECHNICAL SUPPORT**

Technical support is provided by EHS. All referenced guidelines, regulations and other documents are available on the EHS webpage: ([www.umdearborn.umich.edu/ehsem](http://www.umdearborn.umich.edu/ehsem))



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**Sample HOT WORK CHECKS Form**

**HOT WORK CHECKS**

ATTACH THIS TO THE TWO COPIES OF THE HOT WORK PERMIT TURNED IN

A hot work permit was issued by \_\_\_\_\_ on (date) \_\_\_\_\_

At (time) \_\_\_\_\_ at (location) \_\_\_\_\_

Upon request of (employee/contractor name) \_\_\_\_\_

The following checks were conducted after being notified that work was complete:

FIRST CHECK: (name) \_\_\_\_\_ TIME: \_\_\_\_\_

2<sup>nd</sup> CHECK: (name) \_\_\_\_\_ TIME: \_\_\_\_\_

3<sup>rd</sup> CHECK: (name) \_\_\_\_\_ TIME: \_\_\_\_\_

FINAL CHECK: (name) \_\_\_\_\_ TIME: \_\_\_\_\_