

Hot Work Procedures

Purpose

The Hot Work reviewing process is established to prevent ignition of combustible and flammable materials from occurring.

Scope

These guidelines apply to all CSUEB employees and vendors/contractors who perform welding and cutting or similar activities involving spark, flame, or heat.

Procedures

A Hot Work Permit shall be completed and approved by the employee's supervisor whenever welding, cutting or similar activities involving spark, flame, or heat are performed. The hot work review process shall be conducted by the employee's supervisor and employee who will be performing welding/cutting tasks. The Project Manager shall review welding/cutting work and locations proposed by the vendors/contractors for applicability and shall be responsible for reviewing the Hot Work process for any safety discrepancies.

Precautions

The following are general safety precautions required regardless of welding locations:

- Check valves, regulators, hoses, and torches regularly.
- Prohibit welding or cutting on vessels which contain combustible or flammable material unless completely purged and residue removed.
- Secure gas cutting and welding equipment to avoid damage and disturbance.
- Ensure that the atmosphere is free of flammable or combustible vapor. If in doubt, contact the Department of Environmental Health and Safety (EHS).
- When performing work in confined spaces, follow procedures as described in CSUEB's Confined Space Program.

Inspection of Welding Areas

The individual performing welding or cutting shall ensure precautions have been taken as prescribed in the Hot Work review process prior to commencing any work. The Hot Work review shall be completed by the employee's supervisor and the employee prior to commencing any work in the areas. Only trained personnel are allowed to review the process. Precautions include but are not limited to:

- **Building systems:**
 - Protect building ventilation from smoke and fumes.

- A fire watch of the building must be performed whenever fire alarm systems are disabled.
- **Personnel/occupant protection:**
 - Use exhaust ventilation or other approved methods to protect occupants and nearby personnel from smoke, fumes, and toxic materials.
 - Install vision screens/barriers if necessary.
 - Follow Confined Space program requirements when working in confined space.
 - Follow Lockout/Tagout program requirements when applicable.
- **Within 35 feet of work:**
 - Remove combustible/flammable materials, dust, lint, and oily deposits.
 - Cover combustible floors with spark/heat shield.
 - Eliminate explosive atmosphere.
 - Cover fixed combustibles with fire resistive covers, guards, or shields.
 - Cover wall and floor openings with non-combustible covers.
 - Suspend fire-resistive covers beneath work to collect sparks.
- **Fire watch personnel must:**
 - Post a fire watch during hot work and for 30 minutes thereafter.
 - Search for and extinguish any smoldering or flaming ignition.
 - Be trained to use a 10 lb. ABC fire extinguisher.
 - Must be aware or have received training in emergency procedures before hot work begins.

Contractors

Hot work activities conducted by the contractor or vendor shall be evaluated by the Project Manager for adherence to the Hot Work policy. Contractors failing to adhere to applicable standards will be asked to terminate their work until their program is brought into compliance.