



Hot Work Standard Operating Procedures

**Department of Environmental
Health and Safety**

Revised July 2007

Cleveland State University
Department of Environmental Health & Safety
Hot Work Procedures

The Cleveland State University Hot Work Standard Operating Procedures have been developed to comply with requirements set forth in the Occupational Safety and Health Administration (OSHA) General Industry Standards for Welding Cutting and Brazing (29 CFR 1910 Subpart Q)

Hot Work Procedures Defined

The following operating procedures refer to the performance of activities described as ‘hot work’ on the campus of Cleveland State University. Any ‘hot work’ performed on campus outside of a workshop specifically designated for such work requires a permit. **“Hot work” is defined as any heat, fire or spark-producing activity such as welding, flame cutting or grinding.** Blank Hot Work Permit Forms shall be provided to applicable areas upon request by the Department of Environmental Health & Safety.

Who needs a Hot Work Permit?

Permits are required of both university employees and outside contracted employees as part of building renovations, maintenance and repair (non-emergency). Workers are to follow the procedures applicable to their employment status in obtaining a hot work permit from a designated CSU competent individual authorized to issue permits. Hot work performed as part of new construction shall be monitored by the General Contractor in conjunction with their responsibilities for providing and maintaining a safe work environment. Such responsibility shall be set forth in the Project Specification for each job and is included as part of the CSU Contractor’s Safety Guide.

How to get a Hot Work Permit

A CSU Hot Work Permit for maintenance and repairs by CSU employees and Outside Contracted Employees can be secured by following the standard operating procedures for each respective group that follows.

PLEASE NOTE: It is the responsibility of the CSU Representative (Project Manger/Supervisor) to secure approval in the form of a signature from an authorized individual.

Impact on Fire Prevention Systems

If the potential exists for the hot work to impact fire prevention systems (activate alarms, smoke detectors, etc...), workers are to contact the CSU Department of Fire Prevention and Security, and must secure signature from a departmental representative, in order for the competent person to issue a Hot Work Permit.

Emergency Repairs

Should an emergency situation arise where an immediate repair is needed, repair workers are to notify University Police at 2111 that a hot work repair is necessary and to indicate whether any modification is needed to the fire alarm and/or suppression system. Police personnel shall log this information and notify the CSU Director of Environmental Health and Safety, and where applicable, the University Fire Inspector. These actions are reserved for EMERGENCIES ONLY and are not to be employed for general maintenance and repair.

Parties involved are expected to adhere to the same precautions necessary for performing hot work under normal circumstances as follows:

*Equipment to be used shall be in good operating condition

*Workers shall utilize personal protective equipment to safely perform work

*All flammable and combustible materials within thirty-five (35) feet of operation shall be relocated; any remaining shall be protected using flame-proof curtains

*Floors shall be swept clean and, if necessary, wetted

*Portable fire extinguishers shall be available and workers shall be trained in their use

Designated Individuals

CSU has designated the following positions as competent to issue Hot Work Permits:

Director of Environmental Health and Safety
Director of Environmental Operations
Director of Fire Prevention and Security
Director of Building Maintenance and Grounds
Director of Utilities
Environmental Health and Safety Officer
Environmental Safety Specialist

It is the responsibility of the competent person issuing the Hot Work Permit to ensure copies are forwarded to applicable parties.

Designated Individual – Alternate

In the event no primary designated individual can be accessed, the Assistant Vice President for Facilities Operations may issue a hot work permit.

Recordkeeping

Prior to issuing a Hot Work Permit, the authorized individual is to make a copy and forward to the Department of Environmental Health and Safety for documentation.

Hot Work Procedure - CSU Employees

1. Obtain a blank Hot Work Permit from your Supervisor
2. Fill out the form as completely as possible by checking the items applicable to the project
3. If fire alarms need to be taken out of a service or if any modification to the fire prevention systems is deemed necessary to safely perform hot work, contact the University Fire Inspector for assistance in this process and approval of fire watch measures. **Signature of authorized fire safety personnel required for permit to be issued.**
4. Verify applicable precautions have been taken by signing the form.
5. Bring to the competent individual for approval. Departmental representatives reserve the right to inspect all job sites prior to issuing the permit. **After signing, the person issuing the permit is to make a copy and forward to the Department of Environmental Health and Safety for documentation and recordkeeping purposes.**
6. Post and maintain permit in work area throughout the duration of the hot work activity.
7. Additional permits are required should work extend twenty-four (24) hours beyond the start time indicated on the permit. A permit may be issued for a period of time longer than twenty-four (24) hours for longer remodeling/repair jobs but no longer than one (1) week.

Hot Work Procedure – Outside Contracted Employee

1. Obtain a blank hot work permit from the CSU Representative (Project Manager/Supervisor)
2. Fill out the form as completely as possible by checking items applicable to the project.
3. If fire alarms need to be taken out of a service or if any modification to fire prevention systems is deemed necessary to safely perform hot work, contact the CSU Department of Fire Prevention & Security for assistance in this process and approval of fire watch measures. **Signature of authorized fire safety personnel required for permit to be issued.**
4. Verify applicable precautions have been taken by signing the form.
5. Bring to the CSU Representative (Project Manger/Supervisor). **It is the responsibility of the CSU Representative (Project Manger/Supervisor) to secure approval in the form of a signature from an authorized individual.** Departmental representatives reserve the right to inspect all job sites prior to issuing the permit
6. **After signing, the person issuing the permit is to make a copy and forward to the Department of Environmental Health and Safety for documentation and recordkeeping purposes.**
7. Post and maintain permit in work area throughout the duration of the hot work activity.
8. Additional permits are required should work extend twenty-four (24) hours beyond the start time indicated on the permit. A permit may be issued for a period of time longer than twenty-four (24) hours for longer remodeling/repair jobs but no longer than one (1) week.

**Cleveland State University
Designated Individuals Authorized to Issue
Hot Work Permits**

**Paul M. Novak,
Director of Environmental Health and Safety
Plant Services Building 234.....216-687-9306
Cell.....330-719-8228
Pager.....216-207-2502**

**Robert Howerton,
Environmental Health & Safety Officer
Plant Services Building 233.....216-687-3715
Cell.....216-276-4324
Pager.....216-207-1009**

**Dan Cueno
Environmental Safety Specialist
Plant Services 235.....216-523-7588
Cell.....216-276-1395
Pager.....216-591-6152**

**Shehadeh Abdelkarim
Director of Environmental Operations
Plant Services Building 214.....216-687-6964**

**Ray Cecys,
Director of Buildings and Grounds
Plant Services Building 217.....216-687-6918**

**Chris Wilson
Director of Utilities
Plant Services Building 231.....216-687-5009**

**Dale Simmons
Director of Fire Prevention & Security
Plant Services Building 239.....216-687-5046**

**Don Brown,
Assistant Vice President for Facilities Operations
Plant Services Building 211.....216-687-2523**