

## **Hot Work**

What is Hot Work: Hot work is any temporary operation involving open flames or producing heat and/or sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding, cutting, thawing, oxy-fuel gas welding, hot taps, and torch applied roofing. Except in the Metal Works shop or other metal work approved locations.

### **HOT WORK POLICY**

No employee of Emory University, contractor hired by Emory University, or subcontractor hired by the contractor shall perform any hot work unless a hot work permit is obtained.

#### **Authority and Responsibility**

The Emory University Facilities Management of Campus Services is in overall charge of the Hot Work program. The Emory University Fire Safety, Facility Maintenance Supervisors and Project Managers will supervise hot work operations for each respective facility or incident.

#### **Campus Services Fire Safety Division will be responsible for:**

1. Hot Work training.
2. Periodic review of hot work operations, while hot work is in progress, to ensure compliance with FM GLOBAL Hot Work Policies and Procedures.
3. Supplying hot work permits to FM Supervisors, Project Managers and/or Contractors as needed.

#### **Facility Maintenance will be responsible for:**

1. Responding to requests for permits in a timely manner and supplying as needed.
2. Ensuring that hot work is conducted in accordance with FM GLOBAL Hot Work Procedures.
3. Project Managers are responsible for notifying all contractors to the purpose and intent of the hot work policy.
4. Contractors and sub-contractors are responsible for complying with hot work policy and procedures.
5. Contracts and/or proposals should specify compliance with the hot work policy and procedures.
6. Employees are responsible for complying with these hot work policy and procedures.

## **HOT WORK PROCEDURE**

### **CONSIDERATIONS BEFORE HOT WORK IS TO PROCEED:**

Always consider alternative, less hazardous, methods of work such as use of nuts and bolts or cutting with a hand saw or pipe cutter.

### **Hot work is not permitted if any of the following conditions are present:**

1. Lint conditions that are severe beyond correction.
2. Partitions, walls, ceilings or roofs that have combustibles (e.g.: expanded foam plastic insulation)

### **Responsible Hot Work manager will visit the area and inspect prior to work and after.**

1. Using the FM Hot Work Permit, ensure all precautions noted under “Required Precautions Checklist” are completed or adhered to.
2. Complete all portions of the FM Global Hot Work Permit – Part 1 and sign the permit.
3. Retain Part 1 and 1A of the permit, issue Part 2 to the person doing the job
4. Workers should post Part 2 of the permit at the jobsite
5. Keep on file in the responsible department or zones for minimum two years.
6. Contact Fire Safety for training or support at [404.727.7378](tel:404.727.7378).

### **Fire Watch**

1. Stand by with fire extinguisher and/or small charged fire hose or other devices suitable for the occupancy.
2. Maintain fire watch during all of the work, including all breaks, and for 60 minutes after completion of the hot work.
3. Be prepared to stop hot work operations if improper conditions develop.

### **UPON COMPLETION OF HOT WORK:**

#### **Fire Watch**

1. Sign Part 2 of the permit under “Fire Watch Signoff.” See Fire Watch Document for guidance.
2. Continue to monitor the hot work area for a period of up to 4 hours after the work is completed.
3. Return Part 2 of the permit to the Responsible FM Supervisor, Project Manager, or Fire Safety Division.

#### **Responsible FM, PM employee:**

1. Upon receipt of the completed portion of Part 2 of the permit, conduct a final inspection of the work area.

2. Sign the “Final Checkup” portion of the permit and retain the Part 2 of the permit for future reference.

### **FM GLOBAL Index Numbers and Important Numbers**

#### **FM GLOBAL Index Numbers**

- FM GLOBAL Office number [770.777.3600](tel:770.777.3600) To order more Hot Work Tags
- Emory University Account number to use for reference # 16202.
- Emory Police Department [404.727.6115](tel:404.727.6115) or [404.727.8005](tel:404.727.8005).
- Fire Safety Division [404.727.7378](tel:404.727.7378) or [404.354.6849](tel:404.354.6849).