

	<b>Hot Work Management System</b>	Effective:	January 27, 2006
		Originator	Lynell Nolan
		Last Updated:	January 27, 2006
		Updated by:	L. Nolan

### 1. Purpose:

The purpose of this Policy is to ensure that all hot work operations (such as cutting, welding, brazing, grinding, soldering, etc) that are performed on campus are fully supervised.

### 2. Scope:

- 2.1. This procedure applies to all facilities workers and outside contractors that perform hot work operations on campus.

### 3. Procedure

#### **HOT WORK MANAGEMENT SYSTEM**

In order to minimize the likelihood of a fire occurring on campus, preventative steps will be taken to ensure that all hot work operations (such as cutting, welding, brazing, grinding, soldering, etc.) are performed outside of any designated welding areas be fully supervised. In the event hot work is to be performed, the Director of Facilities or the individual responsible for the hot works shall immediately inform the Director or Deputy Director of Safety and Security, and supply the following information:

1. The type of hot works to be performed (such as cutting, welding, brazing, soldering, etc.)
2. The location of the work area.
3. The time hot works is expected to commence.
4. The time hot works is expected to end.
5. The number of individuals performing the hot works.

On the notification of hot works to be performed, the Director/Deputy Director of Safety and Security shall visit the proposed work area and make an assessment as to the condition and determine if hot works can be performed safely. A Hot Work permit will be issued with a copy posted on the site while the work is being performed, and a copy kept on file at the security office.

1. Once the work area is considered safe, issue a directive to have the site monitored before, during, and after the hot works has been completed.

2. Instruct the security officer assigned to roving patrol duties to inspect the hot works area once every hour during hot works and every 15 minutes for a maximum time of three hours after the completion of hot works.