

# HOT WORK PERMIT PROGRAM

Hot Work is any construction or maintenance procedure which requires heat or open flame to complete. This includes, but is not limited to: cutting, grinding, brazing, welding, soldering, thawing pipes, sweating pipes or applying roofing materials with torches.

This policy applies to any Duke employee or any contractor who is performing new construction, repair, renovations and/or alterations that require hot work. Outside contractors are of particular concern since they are not familiar with buildings or processes, and may not be supervised closely.

Sparks, in the presence of flammable vapors, may cause immediate fires or explosions. Smoldering material hidden from sight can suddenly burst into flame long after work has been completed and personnel have left the area. Heat produced by hot work on one side of a wall can actually ignite combustible material on the other side. Due to the high fire potential, most hot work will require a HOT WORK PERMIT.

## PROCEDURES

### HOT WORK SHOP

Any work shop that does hot work as part of its normal duties will be inspected on an annual basis by the Fire Safety Division. The shop will then be given a "Hot Work Permit" for one year.

### HOT WORK SITES

Supervisors, Project Managers, and Contractors will determine if welding, cutting, soldering and heating must be done as part of the project or work order. Then determine if the hot work can be performed outside the building, if so a permit is not required. If hot work is performed inside of a building then a hot work permit is required. Hot Work Permits will be requested at least 24 hours in advance of needed work.

**HOT WORK PERMIT**

a. Hot Work Permits will be issued by the Fire Safety Division,

OR

selected personnel from Engineering and Operations for any Medical Center or Hospital Buildings,

OR

selected personnel from FMD for any Campus Buildings.

The Hot Work Permit Form may be obtained from Fire Safety Division and will be the only recognized form for use. The yellow copy of the Hot Work Permit issued by FMD or E&O will be sent to the Fire Safety Division 24 hours prior to starting any hot work.

b. Hot Work Permits may be issued for a period of two weeks and may be renewed at the end of two weeks if needed.

c. Employees and contractors will comply with all requirements as outlined on the permit form and the Fire Safety Division will inspect each hot work site to ensure compliance.

d. Upon completion of hot work the original copy of the Hot Work Permit will be sent to Fire Safety Division.

**HOT WORK SAFE**

Any area of a building (other than a work shop) that is determined to be a “hot work safe area” will require an initial inspection by the Fire Safety Division to ensure that it meets all criteria. These “hot work safe areas” shall have no fuel loading or very low fuel loading, in addition to other requirements. Examples of this type of area would be a non-occupied cement basement or crawl space under a building.