I. INTRODUCTION

The University of Wyoming (UW) is committed to protecting the health and safety of students, employees, faculty, and volunteers at the various UW facilities. Therefore, it is UW’s policy to implement a hot work permit program to minimize harm to the University of Wyoming (UW) employees, students, visitors and property and to help ensure compliance with 29 CFR 1910.252.

II. PURPOSE

The purpose of this hot work permit program is to outline procedures, training, and work practices to allow UW personnel and contractors to complete hot work activities without adverse incidents.

III. SCOPE

This program applies to UW personnel located at the Laramie, Wyoming campus, regional campuses, UW Agriculture Research and Extension Centers, and other related facilities and operations. This program outlines minimum procedures, training, equipment, and work practices that, if followed, will help prevent incidents to UW employees, students, visitors, and property.

IV. DEFINITIONS

A. Designated Area – a location designed for or approved by a competent person (for example, Safety Specialist or a designated Supervisor) for hot work operations to be performed regularly (for example, Operations Welding Shop). Hot work in a designated area does not require a permit.

B. Designated Supervisor – acts as a permit authorizing individual. The permit authorizing individual must be an individual who is knowledgeable of the hot work activities. This person may be the hot work operator’s supervisor or an individual of equivalent or higher status.

C. Fire Watch – ensures safe conditions are maintained at the hot work site. Has received training on the hot work permit program and fire extinguishers.

D. Hot Work – work involving burning, welding, or a similar operation that is capable of initiating fires or explosions.

E. Hot Work Permit – a document signed by the designated supervisor for the purpose of authorizing a specified hot work activity (see Appendix A).
F. Hot Work Operator – a trained individual authorized by the designated supervisor to perform hot work.

IV. IMPLEMENTATION

For specific information related to procedures, please reference the Standard Operating Procedure (SOP) specific to that process.

A. Responsibilities

1. University of Wyoming (UW)

   UW is responsible for ensuring the safety if its personnel and compliance with applicable Federal, State, and Local regulations, standards, and codes. UW is also responsible to provide support and resources for the implementation of this program including equipment, training, and PPE.

2. UW Safety Office

   The UW Safety Office is responsible for maintaining the written hot work permit program, monitoring the program, and revising the program as necessary with input from stakeholders. Additionally, the UW Safety Office will provide training and consultation as necessary; investigate and document reported incidents related to hot work; and review/revise the program on a periodic basis.

3. Department Director/Manager

   UW Department Directors and Managers are responsible for implementing the requirements of this program; designating Supervisors to implement hot work requirements and processes; ensuring their personnel are properly trained and understand the hot work permit program requirements and processes; and designating areas established for hot work activities where the potential fire danger is limited.

4. Designated Supervisor

   The Designated Supervisor is responsible for implementing the requirements of this program for work areas within their area of supervision; ensuring the precautions listed on the hot work permit are understood by the Hot Work Operator and Fire Watch; ensuring there is
Hot Work Permit Program

sufficient local ventilation provided to minimize exposure to smoke, fume, and particulates; selecting appropriate PPE for their personnel; reviewing and signing written hot work permits; ensuring a Fire Watch is assigned when required by the hot work permit; and filing completed hot work permits and providing copies to the UW Safety Office.

5. Hot Work Operator

The Hot Work Operator is responsible for attending and successfully completing hot work and fire extinguisher training; maintaining hot work equipment in safe operating condition; obtaining written approval from a Designated Supervisor before hot work begins; using appropriate PPE while performing hot work (for example, eye protection, gloves, welding jackets); posting the approved hot work permit and warning signs (See Appendices A and B) at the work location; ceasing hot work operations if unsafe conditions develop; contacting the Designated Supervisor if conditions become unsafe or warrant reassessment during the hot work task; and returning the completed hot work permit to the Designated Supervisor.

6. Fire Watch

The Fire Watch is responsible for attending and successfully completing hot work and fire extinguisher training; notifying other personnel in the area of the hot work operations; ensuring safe conditions are maintained during the hot work activity; ensuring fire-extinguishing equipment is readily available and trained in its use; extinguishing fires (if the Fire Watch feels they can safely do so) or immediately sound the fire alarm, evacuate the area, and call 911; maintaining a fire watch for at least 30 minutes after the hot work is completed; and using the appropriate PPE.

7. Project Managers

Project Managers are responsible for informing other employers (for example, contractors) working in the vicinity of UW hot work operations of the hazards and necessary precautions and coordinating hot work operations with the contractor, when both University personnel and contract employees will be working in or near a hot work area.
Hot Work Permit Program

B. Personal Protective Equipment (PPE)

Personnel performing hot work must wear appropriate PPE. This PPE shall include eye protection (for example, goggles, welding helmets, face shields and/or safety glasses) and fire resistant clothing (for example, non-synthetic clothing, welding jacket, leather gauntlet gloves).

C. Training

Hot work permit and fire watch training shall be made available to UW personnel associated with hot work operations including Supervisors and Managers. This training shall be completed:

1. Before the employee is first assigned duties related to hot work permit operations;
2. Whenever there is a change in hot work operations that presents a hazard about which an employee has not previously been trained;
3. To ensure personnel understand the use of equipment, tools, and PPE;
4. When UW updates or revises the UW Hot Work Permit Program;
5. Whenever UW has reason to believe either there are deviations from the hot work permit procedures or that there are inadequacies in the employee’s knowledge or use of these procedures.

Personnel completing the training must demonstrate proficiency regarding the duties required by this Hot Work Permit Program.

UW will certify the training has been accomplished. The certification will contain the employee’s name; the name, signatures, or initials of the trainer(s); and training dates.

D. Recordkeeping

Hot work permits shall be returned to the Designated Supervisor and a copy (scanned is acceptable) sent to Safety Office. Permits must be maintained for a minimum of one year by the department. Periodically, the permits should be reviewed to determine program effectiveness (refer to Appendix C).

V. PROGRAM REVIEW

This hot work permit program will be reviewed periodically to determine its effectiveness. The review may include information from hot work incidents, unsafe conditions, injury records, worker’s compensation records, training records, or other information that may be helpful with the program review. The program review will be completed by the UW Safety Office.
VI. REFERENCES

29 CFR 1910.252, Welding, Cutting, and Brazing
ANSI Z49.1-2005, Safety in Welding, Cutting, and Allied Processes
Appendix A: Hot Work Permit Program Permit Form

**WARNING!**

**HOT WORK IN PROGRESS WATCH FOR FIRE!**

**IN CASE OF AN EMERGENCY:**

**CALL:**

**AT:**

**WARNING!**
Appendix B: Hot Work Operations Warning Sign

WARNING!

HOT WORK IN PROGRESS
WATCH FOR FIRE!

IN CASE OF EMERGENCY: CALL 911
UW SAFETY OFFICE: 307-766-3277
UW POLICE DEPARTMENT: 307-766-5179

HOT WORK IN PROGRESS
WATCH FOR FIRE!

WARNING!
### Hot Work Program Review Checklist

#### Appendix C

**Department/Building/Shop:** _____________________________  **Date:** _______________

**Designated Supervisor:** ___________________  **Review Performed by:** __________________

#### A. General

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#### B. Confined Spaces

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### C. Compressed Gas Cylinders

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<tbody>
<tr>
<td>1. Oxygen and fuel gas cylinders segregated (i.e., 20 feet apart or 5 foot fire wall) while in storage with protective valve caps in place</td>
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<td>2. Regulators compatible with gas cylinder</td>
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<td>3. Cylinder carts used for transport</td>
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<td>4. Cylinders secured</td>
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<td>5. Empty or unused gas cylinders safely stored and returned to supplier.</td>
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### D. Training

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<td>1. Workers trained in use of welding and cutting equipment, material hazards, and UW Hot Work program.</td>
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<td>2. Personal protective equipment training provided</td>
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<td>3. Confined space entry training provided</td>
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<td>4. Fire extinguisher training received within 1 year</td>
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Appendix D: Hot Work Program Review Checklist

**Hot Work Permit Program**

**Before Work**
- A job requires hot work?

**Can the work be done in the shop?**
- NO
- YES

**During Work**
- Hot work permit is required?
  - YES
  
**After Work**
- Complete fire watch
- File permit with department and EHS
- Perform fire watch
- Post warning signs and permit
- Perform hot work
- Inspect the work site
- Remove/shield combustibles
- Fill out the permit
- Obtain authorization

**Before Work**
- Hot work permit is not required.

**During Work**
- Perform hot work is not required.

**After Work**
- Done!