



SONOMA STATE UNIVERSITY

Hot Work Program

Department of Environmental Health & Safety
October 2022 Version 1.1

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Attachment 7.1: Hot Work Permit

Attachment 7.2: SSU Hot Work Sign

RECORD OF REVISIONS

Version	By	Date	Description of Revision
0	RL	Feb 2021	Complete revision of historical program
1.1	MB	Oct 2022	Program review, formatting, addition of "Designated Hot Work Area" definition and conditions

Legend:

RL: Ruth LeBlanc, Director of Environmental Health & Safety

MB: Missy Brunetta, Interim Senior Director for Campus Safety

1.0 Introduction

1.1 Purpose

The purpose of this program is to provide specific standards regarding Hot Work and to ensure that each employee is adequately trained and fully aware of safety procedures/protocols associated with all Hot Work

Sonoma State University (SSU) is dedicated to the protection of our employees from occupational injuries and illnesses. SSU is responsible for providing a safe working environment.

Welding and other Hot Work, such as brazing, cutting or grinding produces a source of ignition and potential threat for fire and injury. University employees and contractors must apply all precautions of this program prior to commencing any welding or hot work.

Employees are required to comply with the guidelines in the program and comply with the instructions/directions of their Supervisor. If an unsafe condition arises in the absence of the supervisor, employees should alert the lead persons on the jobsite and notify the Department of Environmental Health and Safety. Employees should also immediately alert co-workers of any unsafe conditions that arise.

1.2 Exclusions

Exclusions from this program include the following applications:

- Bunsen burners, Meker burners, or similar used in academic or research laboratories where tasks are adequately isolated from combustibles and flammables.
- Culinary or cooking operations.
- Electric soldering irons.
- Areas designated specifically for hot work (see Attachment 7.3)

1.3 Reference

- California Code of Regulations, (Title 8 Cal/OSHA), Code of Federal Regulations, Occupational Safety & Health Administration (OSHA), National Fire Protection Agency (NFPA), and the California Fire Code (CFC).

2.0 Definitions

Fire Watch: A qualified individual who has been designated by a Supervisor or Manager to be responsible for inspecting the hot work area for signs of spot fires or ignition during and after all hot work has been completed. This individual must be trained in the proper use of a fire extinguisher to extinguish small fires or smoldering materials and be capable of communicating an alarm to Sonoma State PD if needed.

Hot Work: Riveting, welding, flame cutting or other fire or spark-producing operation.

Hot Work Area: The area exposed to sparks, hot slag, radiant heat, or convective heat as a result of the hot work.

Hot Work Permit: Permit issued by the responsible person at the facility under the hot work permit program permitting welding and other hot work to be performed in locations meeting the requirements of this program.

Lock Out/Tag Out (LOTO): The Control of Hazardous Energy; procedures as outlined in the Universities written program must be implemented as needed prior to and during Hot Work activities in order to prevent accidents that may cause injuries including (but not limited to) pinching, crushing, cuts, slices, burns, shocks, electrocution, or death that may be caused by unexpected energization or startup of machines or equipment, or the release of stored energy from machines and equipment when maintenance or servicing operations are taking place.

Permit Authorizing Individual (PAI): A hot work permit must be authorized by one of the following individuals:

- Any Environmental Health & Safety staff member
- Any Facility Management manager
- Any Facilities Trades Supervisor
- Any Facilities Project Manager
- A PAI must be a University Staff or Administrator.
- The PAI **cannot** be a student employee.

******Hot Work Personnel are prohibited from approving their own permit.******

Special Hazard Occupancies: Any area containing flammable liquids or vapors, has potential for combustible dust accumulation, and/or contains areas of use or storage of gasses , plastics, rubber and paper products.

3.0 Hot Work Procedures and Requirements

Welding and Hot Work, including but not limited to activities such as welding, cutting, brazing or grinding produces a source of ignition and potential for fire and injury. University employees and contractors must apply all precautions within this program prior to beginning any welding or hot work.

- Where practical all combustibles will be relocated at least 30-feet from the work site.
- Where relocation is impractical, combustibles must be protected with flameproof covers/tarps, shielded with metal, non-combustible guards, curtains or be wet down to help prevent ignition of material.
- Ducts, conveyor systems, and augers that might carry sparks to distant combustibles must be protected or shut down. Where cutting welding is done near walls, partitions, ceilings, a roof of combustible construction, the use of fire-resistant shields or guards will be utilized to prevent ignition.
- If welding is to be done on a metal wall, partitions, ceiling, or roof, precautions must be taken to prevent ignition of combustibles on the other side/behind the hot work, due to conduction or radiation of heat.
- Where combustibles cannot be relocated, or the feasibility of watching/responding to both sides of work, a fire watch shall be provided for each side of the work.
- Welding will not be attempted on a metal partition, wall, ceiling, or roof having a covering or on walls having combustible sandwich panel construction.
- Cutting or welding on pipes or other metal in contact with combustible walls, partitions, ceiling, or roofs will not be undertaken if the work is close enough to cause ignition by combustion.
- In areas where there is dust accumulation of greater than 1/16 inch within 30 feet of the area where welding/hot work will be conducted, all dust accumulation will be removed following the housekeeping program of the facility before welding/hot works are permitted.
- A minimum of one portable fire extinguisher minimally rated at 10-lb. ABC or charged hose, must be readily available within 30 feet of the operation.
- A fire watch must remain in the area, during and for 30-minutes past the completion of the welding project, or of a longer duration if warranted.
- A cutting/welding permit (Hot Work Permit) must be completed by a Permit Authorizing Individual (PAI). The PAI shall be responsible for ensuring the required hot work safety measures are taken to prevent fires and fire spread, prior to the commencement of any hot work outside of designated and approved welding areas.

- Signs, barricades, and other means of notification (as needed) have been posted to warn workers and other persons who may be in the area of the hot work operations and any other hazards created by the operation.
- Cutting or welding is not permitted in the following situations:
 - In areas not authorized by management.
 - In sprinklered buildings while such protection is impaired, unless alternate provisions such as a fire watch is in place.
 - In the presence of potentially explosive atmospheres.
 - Any hot work, inside or outside, within 35 feet of combustible materials other than dry grass or brush unless it has been covered by welding blankets/curtains/pads or equivalent.
 - Any hot work outside when the wind is greater than 10mph
 - Any hot work outside within 35 feet of dry grass or brush that has not been mowed, wetted and covered by welding blankets/curtains/pads or the equivalent.
 - Any hot work within 35 feet of flammable liquids, inside or outside.
- Hot Work Permit must remain onsite for the duration of the hot work, to include the duration of Fire Watch.
- Contractor permits may be issued for the duration of a contract or specific job.
- A copy of the completed permit must be forwarded to EHS after completion of the work.

4.0 Designated Hot Work Area

A Designated Hot Work Area is a permanent location designed for hot work. For a space to be classified as a Designated Hot Work Area, it must meet the following requirements:

- It must be of noncombustible, fire-resistive construction, essentially free of combustible and flammable contents.
- It must be suitably segregated from adjacent areas.
- It must be equipped with an appropriate fire extinguisher.
- It must be inspected and approved by EH&S.

Designated hot work areas do not require a Hot Work Permit if the conditions above are met. Hot work operations in such designated areas must meet all other conditions of this program.

Attachment 7.3 includes a description of all designated hot work areas and applicable conditions for hot work operations.

5.0 Welding and Hot Work Fire Prevention Measures

A designated welding area should be established to meet the following requirements:

- Floors swept and cleared of combustibles within 30-feet of the hot work area.
- Flammable and combustible liquids and materials are kept at least 35-feet from work area.
- Adequate ventilation providing 20 air exchanges per hour, such as a suction hood system should be provided to the work area when needed to abate fumes.
- At least one 10-lb. ABC fire extinguisher or charged hose is to be readily available within access of the 30-feet of work area.
- Protective dividers such as, welding curtains or non-combustible walls, will be provided as needed to contain sparks and slag to the combustible free area.

5.1 Requirements for Welding Outside Designated Areas

- Portable welding curtains and/or shields must be used to protect other workers in the welding area.
- A Hot Work permit must be completed and complied with, prior to starting the welding operation.
- Respiratory protection is required unless an adequate monitored airflow directs metal fumes away from the welder and others present, can be established and maintained.
- Plastic materials must be covered with welding tarps during welding procedures.
- Fire watch must be provided, as specified in this program.

5.2 Welding Standard Operating Procedures (SOP)

The following sections list Welding Standard Operating Procedures (SOP) and are applicable for all electric and gas welding operations. Equipment safety considerations are also listed.

These standard operating procedures are to be posted at each Designated Welding & Hot Work Area in a location where they are readily available for quick reference and review.

5.3 Electric Welding

- Perform a visual safety check of all equipment.
- Ensure fire extinguisher is fully charged and readily available (10-lb ABC minimum)
- Ensure electrical cord, electrode holder and cables are free from defects (no cable splices are allowed within 10 feet of the electrode holder.)

- Ensure PPE (welding hood, gloves, rubber boots/soled shoes, and aprons) are available and have no defects.
- Ensure the welding unit is properly grounded.
- All defective equipment must be repaired or replaced before use.
- Remove flammables and combustibles from the area.
- No welding is permitted on or near containers of flammable material, combustible material or unprotected flammable structures.
- Place welding screens or suitable barricades around the work area to provide a fire safety zone and prevent injuries to passersby (do not block emergency exits or restrict ventilation).
- Ensure adequate ventilation and lighting.
- Execute Hot Work Permit procedures.
- Set Voltage Regulator no higher than the following for:
 - Manual Alternating Current Welders- 80 volts
 - Automatic Alternating Current Welders – 100 volts
 - Manual or automatic Direct Current Welders – 100 volts
- Uncoil and spread out welding cable.
- To avoid overheating, ensure proper contact of work leads and connections, remove any metal fragments from magnetic work clamps (to avoid electric shock do not wrap welding cables around a body part and avoid welding in wet conditions.)
- Fire watch for 30 minutes after welding or until all welds have cooled.
- Perform final fire watch and terminate permit by indicating the time of completion and final fire watch check of the area.

5.4 Gas Welding

- Perform visual safety check on all equipment.
- Ensure tank gas valves, hose connections and other fittings are tight.
- Ensure fire extinguisher is charged and readily available.
- Inspect hoses for defects such as damages, cracks, etc.
- Ensure PPE (welding hood, gloves, rubber boots/soled shoes and aprons) are available and have no defects.
- All defective equipment must be repaired or replaced before use!
- Remove flammable, combustible liquids, and materials from the area (35').
- No welding is permitted on or near containers of flammable material, combustible material or unprotected flammable structures.

- Place welding screens or suitable barricades around the work area to provide a fire safety zone and prevent injuries to passersby (take care to not block emergency exits or restrict ventilation.)
- Use an authorized Air Filtering Respirator, if required.
- Ensure adequate ventilation and lighting.
- Execute Hot Work Permit Procedures and special conditions as needed.
- Open valves on oxygen and gas tanks to desired flow.

5.5 After Hot Work Has Been Completed

- Shut tank valves and relieve hose pressure.
- Store hoses properly.
- Fire watch for 30 minutes after welding or until all welds have cooled.
- Perform final fire watch and terminate permit by entering job completion time on permit.

6.0 Compressed Gas Safety

6.1 Care, Transporting, Moving, and Storage of Cylinders

- Valve caps on cylinders must be in place and secured. Valve caps must not be used for lifting. Do not pry cylinder caps if frozen. Loosen caps with warm water.
- Cylinders must be transported on a secured cradle only, or by carefully tilting or rolling them.
- Cylinders must be moved by a cart or tilting and rolling them on their bottom edges.
- Avoid dropping cylinders or striking other cylinders.
- Cylinders transported by powered vehicles must be secured in a vertical position.
- Regulators must be removed and caps put in place prior to moving cylinders, unless cylinders are secured on a special carrier.
- Proper steadying and securing devices must be used to keep cylinders from falling over.
- Cylinder valves must be closed when cylinders are empty or when cylinders are moved.
- Oxygen cylinders must be stored separated from fuel gas cylinders or combustible materials a minimum distance of 20 feet or by a five-foot-high noncombustible barrier with a fire- resistance rating of one-half hour.
- Cylinders stored inside the building must be stored 20 feet from combustible materials where they were well protected, well ventilated, and dry. Cylinders must not be stored near elevators, stairs or gangways. Designated storage locations must be arranged to prevent cylinders from being knocked over or damaged.
- Cylinders must be kept away from welding or cutting operations to prevent sparks, hot slag, or flame from reaching them. Fire resistant shields must be used when this is impractical.
- Cylinders must be placed away from electrical circuits. Do not strike electrodes against a cylinder to strike an arc.
- Cylinders containing oxygen, acetylene or other fuel gas must not be used in confined spaces.
- Cylinders must not be used as rollers or supports.
- Only the gas supplier is authorized to mix gases in a cylinder.
- Only authorized employees are permitted to have cylinders refilled.
- No damaged or defective cylinder may be used.

6.2 Use of Fuel Gas

- Sonoma State University employees must be properly trained in the safe use of fuel gas prior to conducting operations using fuel gasses.
- Valves must be opened slightly and closed immediately before a regulator is connected to the cylinder. This is called “cracking” which clears the valve of dust and dirt. The employee must stand to the side of the outlet, not in front. Valves must be cracked away from welding work, sparks, flames or other sources of ignition. (*Exception: Do not crack hydrogen cylinders as the release of compressed hydrogen may ignite by itself*).
- Valves must be opened slowly to prevent damage to the regulator. Valves must not be opened more than 1 ½ turns. If a wrench is required it must stay in position in case of emergency for a quick shut off. Manifold or coupled cylinders must have a wrench available for immediate use. Do not place objects on top of cylinders, or damage may occur to the safety device or interfere with the quick closing of the valve.
- Cylinders must be closed and the gas released from the regulator before removing the regulator.
- If cylinders, valves, regulators, plug, or other safety devices are damaged, the item must be tagged as out of service (LOTO) and removed from the work area.

6.3 Manifolds

- Fuel gas and oxygen manifolds must bear the name of the substance they contain.
- Fuel gas and oxygen manifolds must be placed in safe, well ventilated and accessible locations.
- Hose connections must be made so that they cannot be interchanged between fuel gas and oxygen manifolds and supply header connections.
- Keep hose connections free of grease and oil, and do not use adapters to interchange hoses
- Manifold and header hose connections must be capped when not in use.
- Nothing may be placed on manifolds that will damage the manifold or interfere with the quick closing of the valves.

6.4 Hoses

- Fuel gas hose and oxygen hose must be distinguishable from each other, and not be interchangeable. Contrast may be made by different colors or by surface characteristics distinguishable by the sense of touch.
- Employees will inspect all hoses in use at the beginning of each work shift. Defective hoses will be tagged (LOTO) and removed from service.

- Hoses subjected to flashback, or which show severe wear or damage must be tested at twice that normal pressure from the hose, but not less than 300 PSI, if defective, hose must not be used.
- Hose couplings must be disconnected by rotary motion only.
- Hoses stored in boxes must be well ventilated.
- Hoses, cables, and other equipment must be kept clear of passageways, ladders and stairs.

6.5 Torches

- Torches must be inspected at the beginning of each working shift for shutoff valves, hose coupling, and tip connections. Defective torches may not be used.
- Clogged torch tip openings must be cleaned properly.
- Torches may only be lit by friction lighters or other approved devices.

6.6 Regulators and Gauges

- Pressure and regulators and related gauges, must work properly while in use or be tagged and/or locked out in accordance with the University Lockout Tagout Program procedures or be removed from the cylinders (LOTO tag must remain in place to avoid accidental use).

6.7 Oil and Grease Hazards

- Oxygen cylinders and fittings must be kept away from oil or grease.
- Cylinders and fittings must be kept free from oil or greasy substances and should not be handled with oily hands or gloves.
- Oxygen must not be directed at oily surfaces, greasy clothes, or within a fuel oil or other storage tank or vessel.

6.8 Fire Protection

- Objects to be welded, cut or heated must be moved to a designated safe location. If the object cannot be easily moved, all combustible items or potential fire hazards are required to be protected by guards or fire resistive materials or curtains.
- Welding, cutting, or heating must not be performed in the presence of flammable or combustible paints, flammable or combustible compounds or heavy dust concentrations.
- Fire extinguishers must be of required minimum rating (10 lb. ABC), immediately available in the work area, free of obstruction, and maintained ready for instant use.
- When normal fire prevention precautions are not sufficient for the welding, cutting, or heating operation, a designated fire watch is required. A sufficient amount of time (30 minutes or longer if required) must be allowed after

completion of work to ensure that the possibility of fire does not exist. The designated fire watch person must be trained in the use of fire extinguishers.

- Gas supplies must be shut off during lunch breaks, overnight, or during shift breaks or changes.
- Hoses and torches must be removed from confined spaces when not in use.

7.0 Training

Employees are required to become familiar with and understand the guidelines regarding welding and cutting operations and the information contained in this program. Designated welders and cutters must receive training and must be able to demonstrate their understanding of the training and this program to their Manager or Supervisor. Most training can be completed via CSU Learn, consult your manager or EHS for the course specifics.

Training may include:

1. Complete review of the Sonoma State University Hot Work Program.
2. Proper use of Hot Work Permit.
3. Supervisor responsibilities.
4. Fire watch responsibilities.
5. Operator responsibilities.
6. Contractor's responsibilities.
7. Documentation requirements.
8. Respirator program requirements.
9. Fire Extinguisher training.
10. Hot Work Training.

8.0 Pre-Hot Work Inspection and Checklist

THIS PRE-HOT WORK CHECKLIST SHALL BE KEPT AT THE JOB SITE AND SHALL BE READILY AVAILABLE UPON REQUEST

Pre-Hot Work Inspection Checklist

Before hot work is permitted and at least once per day while this permit is in effect, the hot work area shall be inspected by the individual responsible for authorizing the hot work operations to ensure that it is a fire safe area.

Conditions Required by this Checklist must be Verified Prior to Signing the Permit

- All hot work equipment is in satisfactory operating condition and in good repair.
- Hot work site is clear of combustibles or combustibles within 30 ft of operations are protected.
- Exposed construction consisting of combustible materials is protected.
- All wall and floor openings are protected and/or tightly covered.
- Floors are clean, combustible floors are wet down, covered with damp sand or fire-resistant sheets.
- No exposed combustibles are located on the opposite side of partitions, walls, ceilings or floors.
- Within the hot work area, remove all exposed combustible materials where possible (within 30'), otherwise protect with fire-resistant tarpaulins, screens or shields to prevent contact with sparks, slag, and radiant and convective heat.
- Fire-resistant tarpaulins have been suspended beneath elevated hot work.

Work on Walls or Ceilings / Enclosed Equipment

- No danger exists by conduction of heat into another room or area. Combustibles have been moved or protected.
- Enclosed equipment cleaned of all combustibles.
- Fire Watch Personnel / Fire Safety
- Fire watch shall be provided during work and continuously for 30-minutes after hot work, including during any breaks from work.
- Fire watch personnel have readily available a minimum 10 lb. ABC rated fire extinguisher which shall be located within 30' of the hot work area.
- Fire watch personnel are trained in use of portable fire extinguishers and in sounding an alarm, if needed.
- Additional fire watch personnel may be required for adjoining areas, including above and below hot work area.

General Safety Requirements

- Signage stating: "DANGER, HOT WORK AUTHORIZED ENTRY ONLY" (or equivalent) is posted as needed. (See 7.2)
- Adequate ventilation is provided to remove smoke/vapors from hot work area.
- All hot work operators shall be trained in safe equipment use and must demonstrate knowledge of safety requirements.

Additional Precautions or Requirements

- Confined Space Entry Permit Required.
- Welding vs. Soldering.
- Lockout/Tagout required.

Special Conditions (Requires EHS approval prior to work)

1. Hot work in any area containing flammable liquids, vapors and/or hazardous materials.
2. Hot work in an area with fire protection devices such as smoke and/or heat detection when deactivated.
3. Hot work in areas with automatic sprinkler protection; area sprinkler heads must be protected by non- combustible barriers or damp cloth guards. Shields or covers must be removed at the end of the work day or immediately after work has been completed.
4. If a building's fire sprinkler system is impaired (shut off), additional notifications need to be made during the hot work and once the sprinkler system has been restored to normal operations. Notification to Sonoma State PD, State Fire Marshal, RAFD and SSU Risk Management will need to be made.

Comments or Special Conditions:

**Attachment 7.1:
HOT WORK PERMIT**

Sonoma State University – Hot Work Permit, Attachment 7.1

This permit is required for temporary operations involving ignition source producing activities i.e. open flames, or producing heat and/or sparks. This includes welding, cutting, brazing, grinding, soldering, or using a torch to thaw piping or heat material. The permit applies only to this job, in the area specified, during the time and date noted.

**NOTE: ALL UNINTENDED FIRES MUST BE REPORTED TO UNIVERSITY POLICE EVEN IF EXTINGUISHED.
Call (707)664-4444 for non-emergencies, EMERGENCIES – 911**

<p><u>Instructions and Hot Work Information:</u></p> <p>Permit Authorizing Individual (PAI):</p> <ol style="list-style-type: none"> 1. Complete Precaution and Safeguard Checklist at right. 2. Complete this permit form and issue to the person performing hot work procedure. 3. Verify fire watch. 4. Send completed form to EHS 	<p><u>Precaution and Safeguard Checklist:</u></p> <p>General</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire extinguisher – 10-lb ABC minimum, or water hose available. Water extinguisher in addition to ABC extinguisher is acceptable. <input type="checkbox"/> Hot work equipment in good repair. <p>Requirements within 35 ft. of Hot Work Area:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flammable liquids removed from area <input type="checkbox"/> Combustible material removed from area or covered with welding blankets or equivalent. <input type="checkbox"/> Floors swept and overhead structure cleaned of dust, lint and debris. <input type="checkbox"/> Welding blankets, curtains, and/or pads provided as needed. <input type="checkbox"/> All floor and wall openings covered and or protected. <input type="checkbox"/> Walls/ceilings: remove combustibles away from opposite side or adjacent structures. <p>Outside Hot Work Locations:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Wind <10 Miles per hour. NOTE: Work prohibited when wind is >10 Miles per hour. <input type="checkbox"/> Dry grass/brush mowed, wetted, and covered when within 35 feet of area. <input type="checkbox"/> Flammable liquids moved at least 35 feet from area <input type="checkbox"/> Combustible material, other than dry grass/brush, moved at least 35 feet from area or covered with welding blankets or equivalent. <p>Fire watch:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Trained and equipped Fire Watch provided during operations and at least 30 minutes after. <p>Hot Work on equipment in confined or enclosed spaces: SEE EHS</p> <p>NOTES: _____</p>
<p>Hot work performed by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> University Employee: _____ <input type="checkbox"/> Contractor: _____ <p><i>By signing above Contractor acknowledges and agrees to requirements of Hot Work Permit.</i></p>	
Facilities Work Order #: _____	
Location (Bldg/Room#): _____	
Work Description:	
Person performing work/dept.:	
<p>Permit Authorizing Individual (PAI): <i>I have verified that the above location has been inspected and the required precautions and safeguards have been taken. Permission is authorized only for the work described above.</i></p> <p>Signature: _____</p> <p>Date: _____ Time: _____</p>	
<p>Fire Watch Personnel:</p> <p>Name(s): _____</p>	
Permit Expires: Date _____ Time _____	
Work Complete: Date _____ Time _____	Final Check: Date _____ Time _____
Hot Work Personnel Signature: _____	PAI Signature: _____

**Attachment 7.2:
SONOMA STATE UNIVERSITY
HOT WORK SIGN**



Attachment 7.3:
DESIGNATED HOT WORK AREAS

IN PROGRESS - SHOP INSPECTION SCHEDULED FOR 12/7/22.

As of December 2022, the following areas are designated hot work areas and do not require a permit (must meet all other program requirements):

Area:

Inspection Date:

Operating Conditions: