

# 1. HOT WORK POLICY

## 1.1 PURPOSE

“Hot Work” is defined as a process or procedure that could result in a fire if not properly controlled. NSU utilizes and enforces the use of a Hot Work policy to help reduce the potential of an uncontrolled ignition of materials in a hot work area. This procedure is to inform NSU staff and Contractors of their responsibilities when performing hot work and to encourage them to provide suggestions/alternative methods on ways to avoid Hot Work.

## 1.2 ACTIVITIES

Hot work equipment may produce high voltages or utilize compressed gases and requires special awareness training of employees for safe handling. The NSU staff or Contractor shall ensure all hazards associated with hot work are controlled by developing, implementing and enforcing an effective safety program in accordance with OSHA regulations and all other applicable industrial standards.

NSU has developed a hot work procedure and policy applicable to both NSU staff and Contractors. The procedure is applicable to all hot work activities except those activities being performed in designated welding areas (workshops). The NSU policy can be obtained from the EHS web page (<https://www.nova.edu/ehs/safety/contractor-safety.html>).

Hot work is any activity that creates heat, flame, sparks or smoke. Common examples of hot work include but not limited to:

Grinding	Cutting	Bronzing
Brazing	Gas or Arc welding	Burning
Soldering	Torch-applied roofing	Hot riveting

## 1.3 RESPONSIBILITIES

NSU staff and Contractors shall be responsible for the safety of their crew as well as other NSU employees, students, faculty and property when performing Hot Work.

- 1) Obtain a Hot Work Form from the EHS web page for each separate work activity and ensure that all conditions of the policy are met at all times. A request for a form must be submitted to the Fire Safety Office no more than seventy-two (72) hours prior to the start of any hot work. Hot Work Form can be found at <https://nova.campusoptics.com/pr/hot-work>
- 2) Cease operations if policy conditions cannot be met.
- 3) Blanket Hot Work forms may be used for longer duration projects if approved by the EHS Fire and Life Safety Manager’s office. If blanket hot work is approved, the NSU staff or Contractor will be responsible for daily inspection for all hot work performed as part of the project.

- 4) Should “hot work” be necessary inside an occupied building, activities are to be arranged so that any occupant’s exposure to fumes generated are eliminated and/or kept to a minimum. Ventilate the work area to the outside if possible.
- 5) NSU staff or Contractors when working indoors will remove all paints and other surface treatments prior to hot work.
- 6) All flammable and combustible materials should be removed from the area of hot work for a radius of 35 feet.
- 7) Fire protection equipment and protective materials shall be at the Hot Work area prior to beginning the project.
- 8) If the project requires the disabling of fire alarms (ON TEST), the NSU staff or Contractor is to make arrangements no more than seventy-two (72) hours in advance with the EHS Fire and Life Safety Manager.
- 9) A designated fire watch may be required and the NSU staff or Contractor must provide a trained employee during the activity. The Fire Watch may engage in other activities while acting as Fire Watch, but those tasks shall not distract him or her from the fire watch responsibilities. If unsafe conditions are observed during the Hot Work, he/she will stop the work until the hazard is eliminated. The Fire Watch shall remain in the hot work area for 1/2-hour post completion of the project. Fire monitoring shall be provided within the work area once an hour for up to an additional 3 hours as determined by the EHS Fire and Life Safety Manager.
- 10) The NSU staff or Contractor will perform daily inspections of all Hot Work equipment to ensure the equipment is in proper working order and in a safe condition.
- 11) The NSU staff or Contractor shall use flameproof or non-combustible shields to protect employees from the direct rays of welding arcs.
- 12) NSU staff or Contractors shall provide sufficient safety equipment for their employees to use, provide training and medical surveillance in accordance with all applicable regulations.
- 13) The NSU staff or Contractor shall provide an appropriate rated (a minimum of one 2-A, 20BC) fire extinguisher for use and maintained within 25 feet of any welding, burning or open- flamed work.
- 14) Flashback arrestors must be installed on all oxy-acetylene torches.
- 15) Acetylene/oxygen hoses and welding leads should not run through doorways and must be bridged over or otherwise supported by a minimum of 7 feet above passageways.

#### 1.4 REGULATIONS

OSHA 29 CFR 1926 Subpart J  
 OSHA 29 CFR 1910.252 Subpart Q  
 NFPA 51B

Welding and Cutting  
 Welding, Cutting and Brazing  
 Standard for Fire Prevention During  
 Welding, Cutting, and Other Hot Work

#### 1.5 ACCOUNTABILITY

All NSU staff and Contractors will be responsible for complying with the guidelines as described above. NSU staff and Contractors are to communicate to their employees and Subcontractors all the guidelines and relevant information. All work shall be performed in accordance with University policies and procedures as well as all applicable laws and regulations.