

DIN: 6030-1-01
Title of Policy: Hot Work Program

Policy

In support of maintaining a safe environment, Northwest Technical College shall implement a Hot Work Program with practices designed to prevent fires resulting from hot work. For the purpose of this policy, “hot work” is defined as any temporary operation involving open flames, or producing heat and/or sparks. This includes, but is not limited to, grinding, cutting, brazing, soldering, thawing frozen pipes by torch, torch applied roofing, and welding.

This policy applies to all maintenance personnel on campus, and/or any outside contractors or their subs who may be involved in “hot work” activities for Northwest Technical College. NTC’s Completing Hot Work procedure [see 6030-3-01] shall be followed.

Hot Work Permits [see 6030-4-01] shall be required when “hot work” activities are conducted for, at, or by Northwest Technical College, with the following stipulations:

- Separate Hot Work Permits must be issued for each specific job, individual worker and time period.
- Normal time periods are an 8-hour work shift and cannot be issued for longer than a 24 hour period for daily operations.
- Building renovations can have permits issued for up to a 7 day time period.
- New construction of buildings can have permits issued for up to a 28 day time period.

All Hot Work Permits shall be returned to the Facilities Director or designee. Records of Hot Work Permits shall be maintained for one calendar year. Hot Work Permits on record should be reviewed for program improvement or modification purposes prior to disposal.

Educational programs at Northwest Technical College that involve “hot work” shall have a written hot work program in place that is consistent with this Hot Work Permit Program. Actual Hot Work Permits are not required because the Faculty are in direct supervision of the students and are responsible for their safety and the lab training areas. In any case their practices and procedures cannot result in a reduced level of safety or fire protection.

Hot work activities are prohibited in the following areas:

- Areas with sprinkler systems that are out of order.
- Areas, including those with confined spaces, where atmospheres of explosive gases, vapors, or dust exist or could accumulate.
- On metal walls, ceilings or roofs built of composite, combustible, and sandwich-type panel construction or having combustible coverings.
- On containers where flammable liquids, solids or vapor may be present.
- On pipes that are in contact with combustible wall, ceilings, roofs, or partitions where heat by conduction can cause ignition.

Training records of all maintenance workers or faculty members for the Hot Work Permits Program shall be maintained and kept available for inspection by the Facilities Services Supervisor.

Purpose

The purpose of this policy is to prevent any fires that may result from “Hot Work” processes.

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Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Facilities Director Building Utilities Mechanic	Ensure that the program is carried out within the supervisor's area of authority: <ul style="list-style-type: none"> • Issuing hot work permits for any cutting, welding, brazing, torch soldering, grinding or open flame, heat or spark producing activity. • Ensuring the precautions listed on the Hot Work Permit are understood and followed by the individual performing the hot work. • Informing outside contractors and maintenance personnel of the expectations of this policy. • Verifying that contractor personnel have the necessary hot work permits required for their work. • Keep all signed copies of the hot work permits on file for at least one year. • Provide Hot Work Training to Maintenance Staff and Faculty that require it.
Faculty in programs that have any "hot work."	Have a Hot Work Program in place for their program that is consistent with this policy and program and that will not reduce the level of safety or fire protection <ul style="list-style-type: none"> • Ensure that their students are trained and understand the applicable provisions and expectations of the program. • Ensure that their students fulfill all of their program requirements before any "hot work" is performed. • Ensure that properly trained fire watches are assigned when necessary. • Notify the Facilities Director or Building Utilities Mechanic anytime a cover or heat guard is placed over any heat detector, smoke detector, or fire suppression devise that is required for the hot work. This must be done before any work begins.

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<p>Individuals conducting/participating in any “hot work”</p>	<p>These individuals are responsible for:</p> <ul style="list-style-type: none"> • Obtaining written approval for the hot work in the form of a Hot Work Permit. • Ensuring that the hot work equipment that they are using is in a safe working condition and that the conditions in the work area are safe before commencing the hot work. • Being prepared to contact the Facilities Services Supervisor or their designee anytime conditions should change or warrant reassessment during the hot work project. • Using the appropriate personal protective equipment (PPE) while performing hot work (shields, welding helmets, gloves, jackets, etc.) • Completing the appropriate section(s) of the Hot Work Permit.
<p>Fire Watch Observers</p>	<p>Observers are responsible for:</p> <ul style="list-style-type: none"> • Being aware of the inherent hazards involved in the hot work. • Ensuring that safe conditions are maintained during the hot work. • Ensuring that appropriate fire extinguishers are readily available. • Knowing how to report a fire or other emergency situation. • Maintaining the watch for at least 30 minutes after the hot work is completed. • Using the appropriate PPE • Completing the appropriate section of the Hot Work Permit. • Posting the Hot Work Permit at the site of the hot work. • Returning the completed Hot Work Permit to the Facilities Services Supervisor, or their designee as required as soon as their watch is complete.

Supporting References

Listed below are college document(s) that support this policy:

6030-3-01 Completing Hot Work

6030-4-01 Hot Work Permit

Compliance References:

Listed below are references to compliance requirements (e.g. Minnesota State policy, federal regulations).

[Minnesota State Emergency Management Procedure, 5.23.3](#)

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