Hot Work Policy

Scope

This policy applies to all hot work operations at Wellesley College by employees, students and contractors. Hot work is any temporary or permanent operation involving open flames or producing heat and/or sparks. The definition of hot work can be applied to activities within a facility such as periodic/planned maintenance activities, new construction work and emergency repairs.

MA State Fire Codes at 527 CMR 39 Welding and Cutting Processes applies to the use of electric arc cutting and welding equipment and to the use of oxygen-fuel gas cutting and welding systems comprised of a single cylinder of oxygen, a single cylinder of fuel gas, regulators, hose and a torch.

Exemptions:
Soldering is exempt from this policy.

Areas exempt for obtaining a permit are welding & cutting processes (maintenance & emergency repairs only) at the Power Plant, Motor Pool and the Trade Shop Building Shop areas. This applies to Wellesley College employees only.

Tiege welding in the following areas are exempt from obtaining a Fire Department permit, but still require a permit from EHS: *routine* cutting and welding in mechanical rooms in Academic and Administrative buildings and the steam tunnel. This applies to Wellesley College employees only.

Responsibilities

The General Contractor, Wellesley Project Manager, and or Maintenance Services is the responsible party and will be accountable for assuring that all hot work done at Wellesley College is completed according to this policy and applicable codes. This includes a college application form that must be delivered to EHS for review and signature before work starts. Contractors will need to obtain all hot work permits from EHS and then Wellesley Fire Department. The FD will only issue a permit if a signed Hot Work Application is issued by EH&S.

The EH&S office or their designee has the authority to stop work on any project that is not in compliance with the requirements of this policy.

Procedure

The responsible party will confirm that the hot work is necessary and inspect the site where the proposed work is to be done. A determination of necessary precautions is required to ensure that work is done safely prior to any welding or cutting operations. Thirty five feet in all directions of the site of the hot work must be *fully examined* for potential fire hazards.

- Floors must be free of dust, debris, grease and oils.
- Combustible floors must be covered with fire resistant tarpaulins.
- Flammable and combustible materials must be removed from the work site or covered with fire resistant tarpaulins.
- All floor, wall and ductwork openings must be covered with a fire resistant material.
- All doors must be closed.
- Appropriate ventilation for the work space and materials being used.
- Automatic Sprinklers Systems, if present must remain in service.
- All cutting and welding equipment must be in good condition.
- Material Safety Data Sheets must be present on-site if working with hazardous materials.
- ID fire alarm systems and sprinklers.

A fire watch or detail officer **and** fire extinguishing equipment must be on site during all hot work operations. The fire watch must be trained in the proper use of fire extinguishers and be aware of the location of the nearest fire alarm pull station. The fire watch must remain on site at least 30 minutes after the hot work is complete and perform a thorough inspection of the work site and surrounding areas prior to leaving the area.

Other items to consider while performing hot work is appropriate personal protective equipment, handling and storage of gas cylinders, and welding in confined spaces.

All hot work scheduled for evenings, nights and weekends shall be coordinated with the EH&S office. Necessary permits should be obtained during normal work hours and posted at the work site. For emergency work, trained personnel can conduct the work as long as they 1) contact Campus Police and alert them when the job begin and when it is complete and 2) contact EHS next business day with hot work form

All work must be done in accordance with the following;

- 527CMR 39.00 cutting and Welding Processes.
- NFPA 51B Standard for Fire Prevention during Cutting, Welding and other Hot Work
- OSHA Welding, Cutting and Brazing Standard 29CFR1910.252
- Any other applicable local, state or federal standard.

Additional assistance can be provided by contacting the EH&S Office at x 3882.