



## SAFETY PROGRAM

# **HOT WORK WRITTEN PROGRAM**

Welding Cutting and Other Open Flame Work

May 23, 2023

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# ST CLOUD TECHNICAL AND COMMUNITY COLLEGE

## Hot Work Program

### **Purpose**

This document establishes the procedures to be followed when welding, cutting, or other open flame work is conducted at St. Cloud Technical & Community College (SCTCC).

### **Distribution**

This procedure is distributed to Facilities Maintenance, Safety and Security, Transportation Division, Manufacturing Division and all Contractors who will perform hot work at SCTCC.

### **Welding, Cutting and Other Open Flame Work**

All welding, cutting and other open flame work shall be performed in accordance with OSHA requirements, NFPA 51B Standards, and other requirements established by Minnesota State Colleges and Universities (MNSCU).

### **Definitions**

#### **Welding/Cutting:**

Welding or cutting shall include any gas, electric arc or flammable liquid welding or cutting, or any combination thereof.

#### **Other Open Flame Work:**

Any work utilizing a torch or other flame-producing device for removing paint or heating pipes, etc. Any work utilizing solder, tar pots or linseed oil.

### **Procedure**

The Contractor shall inform the Director of Facilities (or designees) of upcoming hot work. No SCTCC personnel or contractors shall perform welding, cutting, or other open flame work on the campus without first obtaining a permit from the Facilities Maintenance office or as designated below. The permit (see attachment) shall specify the area in which the welding, cutting or other open flame work will take place. If fire alarm and detection system impairment is required, the Director of Facilities (or designee) will initiate the College's Fire System Impairment Procedures. No automatic fire sprinkler system shall be turned off or otherwise rendered inoperable while welding, cutting, or other open flame work is in progress.

The area will be inspected by personnel from the Facilities Maintenance office (or as designated below) in which the welding, cutting or other open flame work is to take place before issuing a permit and shall establish additional fire safety requirements (e.g. fire guard service, fire watch, etc.), if needed.

The Director of Safety & Security will perform the activities mentioned above if Director of Facilities or designee is unavailable.

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### **Annual Permits**

An annual permit shall be issued for designated welding shop areas in the Transportation and Manufacturing Division shops.

### **Construction Sites**

Permits for welding, cutting and other open flame work for construction or renovation projects shall be issued for the duration of the project.

### **Compliance**

Compliance with all requirements established in this document shall be the responsibility of all personnel or contractors performing welding, cutting and other open flame work, at SCTCC.

Date Work to Begin:	Date of Issue:	Date of Completion/Expiration:
Company Name:		
Foreman/Supervisor:		Emergency Contact Number:
Phone Number:		Hours of Operation:
Location of Site Where Work is to be Performed: <input type="radio"/> Inside <input type="radio"/> Outside		
<hr/> <hr/> <hr/>		
Description of Work to be Performed:		
<hr/> <hr/> <hr/> <hr/>		
Equipment to be Used:		
<input type="radio"/> Electric Arc <input type="radio"/> Acetylene Generator <input type="radio"/> Other _____ <input type="radio"/> Calcium Carbide <input type="radio"/> Gas Cylinders		
Fire Alarm & Detection System Impairment Required?..... <input type="radio"/> Yes		
<input type="radio"/> No		
Cylinder Storage Required? .....		
<input type="radio"/> Yes <input type="radio"/> No		
<input type="radio"/> Inside <input type="radio"/> Outside		
Welding/cutting operations shall be performed in accordance with the requirements established by OSHA, NFPA 51B Standards, and MNSCU System.		
Compliance with all requirements established in the documents listed above shall be the responsibility of all personnel performing welding/cutting operations.		
Emergency Phone Number - <i>ext. 8-3333</i> , Director of Facilities - <i>ext.8-6012</i> , Director of Safety & Security - <i>ext. 8-6158</i>		
Inspection Date:	Inspection time:	
Facilities Director (or designee's) Signature:	On-site Foreman's/Supervisor's Signature:	

Send copies to: Director of Safety & Security



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**Fire Systems and Equipment**

- o Available sprinklers, hose streams and extinguishers are in service/operable.
- o Hot Work equipment in good repair.

**Requirements within 35 ft of Work:**

- o Flammable liquids, dust, lint and oily deposits removed.
- o Explosive atmosphere in area eliminated.
- o Floors swept clean.
- o Combustible floors wet down, covered with damp sand or fire-resistive sheets.
- o Remove other combustibles where possible. Otherwise protect with fire-resistive tarpaulin or metal shields.
- o All wall and floor openings covered.
- o Fire-resistive tarpaulins suspended beneath work.

**Work on Walls or Ceilings**

- o Construction is noncombustible and without combustible covering or insulation.
- o Combustibles on other side of walls moved away.

**Work on Enclosed Equipment**

- o Enclosed equipment cleaned of all combustibles.
- o Containers purged of flammable liquids/vapors.

**Fire Watch/Hot Work Area Monitoring**

- o Fire watch will be provided during and for 60 minutes after work, including any coffee or lunch breaks.
- o Fire watch is supplied with suitable fire extinguishers.
- o Fire watch is trained in use of this equipment and in sounding alarm.
- o Fire watch may be required for adjoining areas, above, and below.
- o Monitor Hot Work area for four (4) hours after job is completed.

**Other Precautions Taken**

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