No employee of Marquette University, contractor hired by Marquette University, or subcontractor hired by the contractor shall perform any hot work unless a hot work permit is obtained. See Figure 1 for Hot Work Permit.

Hot Work Definition

Hot work is any temporary operation involving open flames or producing heat and/or sparks which includes, but is not limited to brazing, open-flame soldering, oxygen cutting, grinding, arc welding, cutting, thawing, oxy-fuel gas welding, hot taps, and torch applied roofing.

Authority and Responsibility

The Marquette University Department of Facilities Services is in overall charge of the Hot Work program at Marquette University. The Marquette University Maintenance Coordinator will supervise hot work operations for each respective facility.

Marquette University Operations Manager will be responsible for:

1. Hot work training Maintenance Coordinators
2. Periodic review of hot work operations, while hot work is in progress, to ensure compliance with Marquette University hot work policies and procedures.
3. Supplying hot work permits to Maintenance Coordinators upon request

Maintenance Coordinators will be responsible for:

1. Responding to requests for permits in a timely manner.
2. Ensuring that hot work is conducted in accordance with Marquette University hot work policies and procedures.
3. Assisting in training of affected employees and contractors.

Project Managers are responsible for notifying all contractors to the purpose and intent of the hot work policy.

Contractors and sub-contractors are responsible for complying with hot work policy and procedures. Contracts and/or proposals should specify compliance with the Marquette University hot work policy and procedures.

Employees are responsible for complying with these hot work policy and procedures.
HOT WORK PROCEDURE

CONSIDERATIONS BEFORE HOT WORK IS TO PROCEED:

1. Always consider alternative, less hazardous, methods of work such as use of nuts and bolts or cutting with a hand saw or pipe cutter.
2. Hot work is not permitted if and of the following conditions are present:
   - Processes involving flammable liquids, gases, or dusts that can not be shut down or made safe
   - Lint conditions that are severe beyond correction
   - Partitions, walls, ceilings or roofs that have combustibles (e.g.: expanded foam plastic insulation)
   - Partitions are made of combustible sandwich type construction
   - If pipes or other metals can conduct enough heat to ignite nearby combustibles
   - Large amounts of combustibles are impossible to move such as solvent tanks, fuel storage facilities, or waste oil facilities.

BEFORE HOT WORK PROCEEDS:

Maintenance Coordinator
1. Visit the area
2. Using the FM Hot Work Permit, ensure all precautions noted under “Required Precautions Checklist” are completed or adhered to.
3. Complete all portions of the FM Global Hot Work Permit – Part 1 and sign the permit.
4. Retain Part 1 and 1A of the permit, issue Part 2 to the person doing the job
5. Workers should post Part 2 of the permit at the jobsite

DURING HOT WORK OPERATIONS:

Fire Watch
1. Standby with fire extinguisher and/or small charged fire hose or other devices suitable for the occupancy
2. Maintain fire watch during all of the work, including all breaks, and for 60 minutes after completion of the hot work.
3. Be prepared to stop hot work operations if improper conditions develop

UPON COMPLETION OF HOT WORK:

Fire Watch
1. Sign Part 2 of the permit under “Fire Watch Signoff”
2. Continue to monitor the hot work area for a period of up to 4 hours after the work is completed.
3. Return Part 2 of the permit to the Maintenance Coordinator

Maintenance Coordinator
1. Upon receipt of the completed portion of Part 2 of the permit, conduct a final inspection of the work area.
2. Sign the “Final Checkup” portion of the permit and retain the Part 2 of the permit for future reference.
Figure 1: Sample FM Global Hot Work Permit