

# Environmental Health and Safety (EHS)

## Hot Work Permit



THE OHIO STATE  
UNIVERSITY

For any temporary work involving open flames, sparks, or heat.

### INFORMATION

Dates of Hot Work: \_\_\_\_\_ to \_\_\_\_\_

Building and Room of Hot Work: \_\_\_\_\_

Description of Hot Work: \_\_\_\_\_

Name of Company Performing Hot Work: \_\_\_\_\_

Name of Person to Supervise Hot Work: \_\_\_\_\_

Signature of Person to Supervise Hot Work: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

### PERMIT APPROVAL

Based upon the information provided to EHS, an EHS representative may inspect the location where this work is to be done to ensure the necessary precautions have been taken (see page 2).

Signature of EHS Rep. Approving Hot Work: \_\_\_\_\_

NOTICE: All hot work smoke/fire detector enable/disable requests must come from either a project manager (PM) in Facilities Design and Construction (FDC) or a manager or higher in operations. Contractors are not allowed to contact Service 2 Facilities (S2F) directly for this request. When the PM or manager contacts S2F for a Date Specific Work Order, they must include a signed copy of the EHS Hot Work Permit.

### FINAL CHECK

Work area and all adjacent areas to which sparks and heat might have spread including floors above and below and on opposite side of wall(s) have been inspected 60 minutes after the work was completed on each day and were found fire safe. The Ohio State PM has been notified that hot work has been completed so that the PM can contact S2F for reactivation of smoke/fire detector and sprinkler systems, etc.

Signature and Date of Person Approving the Final Check: \_\_\_\_\_

**ALL NOTIFICATIONS MUST BE MADE 24-HOURS IN ADVANCE**

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### HOT WORK PERMIT CHECKLIST

Based upon the information provided to EHS, an EHS office representative may occasionally inspect the work area and confirm that the following precautions have been taken to prevent fire in accordance with NFPA 51B.

#### **WITHIN 35 FEET OF WORK**

- Floors are swept clean of dust and combustibles
- Combustible floors are wetted down or covered with damp sand, metal, or other shields
- No combustible material, stored compressed gas cylinders, or flammable liquids are present
- Combustible surfaces are protected with covers, guards, or metal shields
- Combustibles are moved away from opposite side of any walls
- All wall and floor openings are covered
- Covers are suspended beneath work to collect sparks

#### **HOT WORK ON ENCLOSED EQUIPMENT**

***(TANKS, CONTAINERS, DUCTS, DUST COLLECTORS, ETC.)***

- Containers are cleaned of all combustibles and purged of flammable vapors

#### **FIRE WATCH**

- To be provided during and 60 minutes after hot work ends each day
- Fire watcher has appropriate fire extinguisher equipment
- Fire watcher is trained in use of fire equipment and in sounding fire alarm

#### **FINAL CHECK**

- Final check of area must be made each day 60 minutes after completion of any hot work

#### **PHONES**

- In the event of a fire or emergency situation call 9-1-1
- Environmental Health & Safety, (614) 292-1284
- Ohio State Emergency Management & Fire Prevention, (614) 292-6677

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