


**Facilities Management
 Hot Work Program Standard Operating Procedures**

SOP #:	EHS-023	Revision: 1
Dept:	Environmental Health and Safety	Date: 03/11/19
Approval:		Date: 03/11/19

1. PURPOSE

The purpose of the Hot Work Program is to reduce the risk of accidental fire and false alarms in areas where work that could trigger such events are occurring. CSU-Pueblo is actively concerned with the safety of all faculty, staff, students and guests on the CSU-Pueblo campus. Safety can only be effectively achieved with the cooperation of the entire campus community. This guideline is established to enhance the safety and health of faculty, staff, and students as they conduct laboratory work in a safe manner.

2. RESPONSIBILITIES

2.A. Environmental Health and Safety (EHS) will be responsible for:

2.A.1. Assisting Principal Investigators in developing safe hot work procedures specific to the work being conducted.

2.A.2. Maintaining an effective hot work program.

2.B. All CSU-Pueblo Physical Plant Supervisors will be responsible for:

2.B.1. Ensuring all maintenance personnel including contractors follow the Hot Work SOP.

2.C. All CSU-Pueblo Physical Plant Personnel will be responsible for:

2.C.1. Ensuring all hot work is done safely in an approved manner.

3. DEFINITIONS

- 3.A. HOT WORK – Any temporary operation involving open flames or equipment producing heat or spark. Includes welding, heat treating, grinding, thawing pipe, hot riveting, soldering, brazing, torch applied roofing, using a heat gun, and similar activities involving spark, flame, or heat.

4. PROCEDURES

- 4.A. With regard to building systems, ensure that:

4.A.1. Fire sprinklers are existing and are kept operational.

4.A.2. If the hot work is to be conducted outdoors, measures must be taken to prevent the re-entry of air contaminants into buildings. Therefore, the requester needs to be aware of building opening locations such as air intakes, operable windows, doors, etc.

4.A.3. If the hot work is to be conducted inside an occupied building, the worker must provide fume/odor control or removal by using exhaust ventilation or another method.

4.A.4. All duct openings within 5 ft. covered with a fire resistant barrier for soldering and similar activities. For welding or activities that may emit sparks, any ducts that may be exposed to sparks are to be covered.

4.A.5. Fire alarm system kept operational; detectors disabled only if necessary and would likely be activated by the work.

4.A.6. Cutting and welding equipment is in good operating condition.

- 4.B. With regard to building occupants, ensure that:

4.B.1. Workers and occupants protected from smoke, fumes, odors or other potentially toxic materials by use of exhaust ventilation or other approved safety measures.

4.B.2. Confined space entry procedures in place when applicable.

4.B.3. Energized equipment locked/tagged out of service when applicable.

4.B.4. Workers trained in use of equipment.

4.C. Read and implement the requirements of NFPA-51 B including the 35 foot rule. Within 35 feet of the area, ensure that:

4.C.1. Floors swept clean of combustibles.

4.C.2. Combustible debris vacuumed away from inside ventilation or other service and duct openings.

4.C.3. Combustible floors swept down and covered with damp sand, metal or other spark/heat shields.

4.C.4. Combustible and flammable materials removed.

4.C.5. Fixed combustibles and flammables covered with fire-resistant covers, guards, and/or shields.

4.D. Work on enclosed equipment

4.D.1. Confined space entry procedures should be in place.

4.D.2. All compressed gases should be removed from the confined space.

4.D.3. All equipment should be empty, cleaned of residues, pressure released, and vapors purged.