



## **HOT WORK PROGRAM CONTRACTOR REQUIREMENTS October 2016**

### Requirements

- (1) Have an establish Hot Work Program according to the standards listed below and complete all work in accordance with these standards.
- (2) Provide trained employees to fulfill the roles of Hot Work Operator, Hot Work Attendant and Hot Work Supervisor.
- (3) Sign “Contractor” section of the “Host Employer/Contractor Information Exchange” and return to the UNLV Representative.
- (4) Fill in top section of “Hot Work Permit”, post at the job site and provide copy to Risk Management and Safety.
- (5) Fill in top section and initial “Hot Work Permit Checklist” and post at the job site.
- (6) Checks job site during hot work and initials “Hot Work Permit Checklist.”
- (7) Completes hot work requirement and ensures work site is fire safe before departing.
- (8) Hot Work Attendant and Hot Work Supervisor signs the bottom of the “Hot Work Permit.”
- (9) Provide a copy of the “Hot Work Permit” and “Hot Work Checklist” to Risk Management and Safety.

### Standards

- (1) 29 CFR 1910 Subpart Q - Welding, Cutting and Brazing
- (2) International Fire Code Chapter 35, Welding and Other Hot Work
- (3) NFPA 51B, Standard for Fire Prevention During Welding, Cutting, and Other Hot Work
- (4) Nevada Administrative Code (NAC) 618.5315, Permit for Hot Work



**Host Employer/Contractor  
Information Exchange  
Hot Work Program**

UNLV Representative Name: \_\_\_\_\_

Contractor Representative Name: \_\_\_\_\_

Date of Work: \_\_\_\_\_

Location of Work: \_\_\_\_\_

**Host Employer:**

- Provide information about site-specific flammable materials, hazardous processes or conditions, or other potential fire hazards.
- Inform contractor of any precautions or procedures that UNLV has implemented for the protection of employees in/near hot work sites where contractor will be working.
- Explain the alarm methods and notification procedures that should be used in the event of a fire.
- Coordinate procedures; if contractor and UNLV employees will be working near each other in hot work site.

\_\_\_\_\_  
UNLV Representative Signature

\_\_\_\_\_  
Date

**Contractor:**

- Receive the information specified above from the host employer include the type of work to be done, the hazards in the area and the protection of personnel and property.
- Establish a hot work program that conforms to the 2012 International Fire Code (IFC), Chapter 35.
- Post a copy of the hot work permit and hot work permit checklist at the site.
- Provide host employer a copy of the completed hot work permit and hot work inspection checklist when work has been accomplished.

\_\_\_\_\_  
Contractor Representative Signature

\_\_\_\_\_  
Date

# HOT WORK PERMIT

## CONTRACTOR PERMIT

THIS PERMIT IS REQUIRED for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, cutting, grinding, soldering, torch applied roofing, and welding.

---

### ABOUT THE JOB

 IN CASE OF EMERGENCY, DIAL **9-1-1**

<b>WORK TO BE DONE</b>	<b>HOT WORK OPERATOR</b>
<b>HOT WORK SITE</b>	<b>COMPANY NAME</b>
<b>PERMIT DATE</b>	<b>WORK START TIME</b>
<b>REQUESTOR'S NAME</b>	<b>REQUESTOR'S PHONE NUMBER</b>

<b>FIRE WATCH ATTENDANT NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>HOT WORK SUPERVISOR NAME</b>	<b>SIGNATURE</b>	<b>DATE</b>
<b>TRAINING VERIFIED BY:</b>	<b>SIGNATURE</b>	<b>DATE</b>

FILL IN THE TOP SECTION OF THE PERMIT. PRINT A COPY AND POST AT THE SITE ALONG WITH THE HOT WORK PERMIT CHECKLIST LOCATED AT: [HOT WORKS PERMIT CHECKLIST](#)

WHEN THE WORK HAS BEEN COMPLETED, PLEASE RETURN THE SIGNED COPY TO RMS, CSB 119, VIA UNLV MAILSTOP 1042, BY FAX (702)-895-4690, OR BY EMAIL (SEE WEBPAGE FOR ADDRESS LINKS).

# Hot Work Permit Checklist

Project Location: \_\_\_\_\_

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

## Before Hot Work Begins

Initials

Action Items

Hot work equipment is in satisfactory operating condition and in good repair.

At hot work site floors swept clean for a radius of 35 feet.

Combustible floors kept wet; covered with damp sand or welding blanket or pad.

Openings or cracks in walls, floors or ducts within 35 feet of the site shall be covered or sealed.

Precautions to prevent ignition of combustibles on other side of walls by relocating combustibles.

Fully charged/operable fire extinguishers (appropriate for type of fire) are immediately available.

Sprinkler heads and smoke detectors in close proximity to the hot work are covered.

Combustibles relocated at least 35 feet in all directions from the site. If not possible, combustibles shall be covered by an approved welding curtain, blanket or pad.

Hot work near walls, partitions, ceilings or roofs of combustible material shall be protected by an approved welding curtain, blanket or pad.

Site checked by Hot Work Operations Supervisor. Create hot work permit and complete this section of the checklist. Post the hot work permit and checklist at the site.

Fire Watch Attendant assigned/in-place at site and in adjoining areas not visible from the site.

## During Hot Work

Initials

Action Items

Hot Work Operations Supervisor checks site (at least once a day) while work is in progress to ensure it is fire safe.

## Following Hot Work

Initials

Action Items

Fire Watch Attendant provided for 30 minutes following the completion of hot work.

Fire Watch Attendant to look for and extinguish smoldering fires.

Fire Watch Attendant checks the site for safety, completes this section of the checklist, signs and dates the hot work permit, then provides to the Hot Work Operation Supervisor.

Hot Work Operation Supervisor signs and dates the bottom of the form and submits completed hot work permit and checklist to RMS (CSB 119), via UNLV mail (stop 1042), or by fax (702-895-4690).