# Hot Work Policy

**Document Number:** EHS-0012 **Date Published(sys):** 9/16/2025

## *General Description*

### Policy Summary:

Trinity University requires that all Hot Work conducted on campus be performed in accordance with clearly defined safety procedures. All faculty, staff, students, and contractors must submit a Hot Work Permit to the Environmental Health and Safety (EHS) department at least 48 hours prior to performing Hot Work. Contractors must provide their own equipment, and trained fire watch personnel must be present during and after Hot Work. Exceptions include new construction not connected to existing university buildings and designated maintenance shop welding areas.

### Purpose:

The purpose of this policy is to minimize the risk of fire, injury, or property damage by establishing safe practices for Hot Work on campus. This aligns with OSHA 29 CFR 1910 Subpart Q and NFPA 51B requirements.

### Scope:

This policy applies to all Trinity University faculty, staff, students, and contractors performing Hot Work on university-owned property.

### Exceptions:

This Policy does not apply to:

- New construction where there is no attachment to an existing building.
- Maintenance Shops and designated welding areas (i.e. areas that are specifically designed and equipped for such operations).
- CSI Maker Space.
- Heat guns used for shrinking, curing, or drying.
- Electrical soldering irons used in laboratories, or for electronics and small electrical work.
- Bunsen burners used in laboratory settings.

# *Policy Content*

## Permit Requirement

- Individuals must submit a Hot Work Permit Request to EHS **at least 48 hours in advance** of any Hot Work.
- The Hot Work Permit Request must be approved **before a**ny Hot Work begins.

## Contractor Responsibilities

- Contractors must supply and use appropriate andapproved safety equipment for all Hot Work.
- Contractors are responsible for ensuring all Hot Work meets regulatory standards and complies with the requirements outlined in this policy.

## Fire Watch Requirement

- A trained Fire Watch must be present during all Hot Work and remain present for a**t least 30 minutes after** the work ends.
- The Fire Watch must be capable of using a fire extinguisher, and know how to contact emergency services.

## Roles and Responsibilities

- **Environmental Health & Safety (EHS)**
  - Review and approve Hot Work Permit requests
  - Issue Hot Work Permits
  - Provide guidance on safety protocol
  - Ensure policy compliance through oversight

## Employees and Contractors

- Adhere to all provisions outlined in this policy
- Submit a complete Hot Work Permit request at least 48 hours in advance
- Obtain an approved Hot Work Permit prior to the commencement of any Hot Work
- Provide and maintain required safety equipment
- Assign a trained Fire Watch during and after Hot Work

## *Performance Evaluation*

### Consequences of Policy Violation:

- Noncompliance with this policy may result in:
  - Suspension of Hot Work privileges
  - Disciplinary action up to termination of employment or contract
  - Financial liability for any damages caused by violations

## *Terms & Definitions*

### Terms and Definitions:

| Term: | Definition: |
|---|---|
| Hot Work | Any work involving open flames, sparks, or heat, including welding, cutting, brazing, soldering, grinding, or the use of spark-producing tools |
| Fire Watch | A trained individual who monitors the hot work area during and after the activity to detect and respond to any signs of fire |

## *Attachments*

Hot Work Permit

## *Related Documents*

### Related Content:

OSHA General Duty Clause
OSHA Welding, Cutting, and Brazing
NFPA 51B: Standard for Fire Prevention During Welding, Cutting, and Other Hot Work

## *Revision Management*

### Revision History Log:

| Revision #: | Date: | Recorded By: |
|---|---|---|
| v2.0 | 7/29/2025 9:50 AM | Pamela Mota |
| v1.0 | 5/19/2023 9:30 AM | Jennifer Gilmore Adamo |

### Vice President Approval:

| Name: | Title: |
|---|---|
| Mark Detterick | Vice President for Finance and Administration |