
HOT WORK PERMIT

Introduction:

This procedure establishes the minimum acceptable requirements for the completion of hot work, as defined by OSHA CFR 1910.252, for City of Pittsburgh employees and contractors.

Hot work is defined as any operation that is not part of a fixed process or equipment that requires gas or electric welding, cutting, grinding, brazing or similar spark producing operation. This does not apply to permanent hot work areas; fire safety in these areas is the responsibility of the department supervisor.

Responsibilities:

- The department supervisor is responsible for ensuring that approval for hot work is given by authorized department representative(s) based on the requirements set forth in the Hot Work Permit.
- The department supervisor is responsible for ensuring that only qualified individuals perform hot work.
- The department supervisor is responsible for ensuring that permits are being completed by City of Pittsburgh employees and contractors as required by this procedure.
- The department supervisor is responsible for authorizing all hot work within the areas of his/her responsibility.
- The department supervisor is responsible for monitoring the fire alarm system during hot work.
- The department supervisor or designee is responsible for auditing hot work jobs to ensure compliance with this procedure and standards.
- Any qualified employee that is to conduct hot work is responsible for ensuring that all items listed on the Hot Work Permit have been adequately addressed prior to conducting any hot work operation. This includes the use of appropriate PPE (face, hand and cotton or flame retardant clothing).
- All qualified employees are responsible for reporting any fires immediately to 911.
- The Office of Risk Management or designee is responsible for training department representatives in the provisions of the hot work program.

Requirements:

- Training will be provided by the Office of Risk Management or designee on the appropriate use of the Hot Work Permit and all provisions and applications of this procedure.
- The attached Hot Work Permit must be completed by the individual(s) performing the operation and authorized by the department supervisor trained in the provisions of the hot work program.
- A Hot Work Permit must be completed prior to any hot work being performed.
- Permits must be posted in the area of the hot work for the duration of the hot work operation.
- Completed permits must be returned to the Office of Risk Management after completion of the job.
- Contractors working on site must comply with the requirements of the permit.

**CITY OF PITTSBURGH
HOT WORK PERMIT**

Completed permit must be displayed in the work area

Department/Company: _____

Date authorized: _____ Location of Work: _____

Object to be worked on: _____

Description of work: _____

Can operation be performed outdoors? Yes* No + *Must still complete permit if outdoors.
+consider redirecting operation outdoors

FIRE WATCH (to be maintained for 60 minutes after completion of operation): (circle one answer)

Person Responsible: _____

Fire extinguisher available: Yes

Fire Extinguisher suitable for class of fire: Yes

Type of extinguisher: Class A B C D

Location of extinguisher: _____

Responsible person trained in its use: Yes

Location of nearest alarm: _____

AREA (within 35 feet of operation): (circle one answer)

Floor swept clean of combustibles: Yes No Not Applicable

Combustible materials and flammable liquids removed: Yes No Not Applicable

*if not, are materials covered with flameproof covers: Yes Not Applicable

Floor/wall openings or cracks guarded: Yes No Not Applicable

*if guarding is not possible, this permit extends to areas below/adjacent to operation

Walls/Ceilings free from combustibles: Yes No Not Applicable

LEL measured and less than 10%: Yes No Not Applicable

Conductive heat hazards eliminated: Yes No Not Applicable

EQUIPMENT

Cutting and/or welding equipment in good repair: Yes No Not Applicable

Pipes, vessels, hollow spaces, cavities or containers purged: Yes No Not Applicable

Piping systems blanked or disconnected: Yes No Not Applicable

Equipment free from combustibles: Yes No Not Applicable

Ducts/Conveyor systems shut down to prevent sparks from traveling to distant combustibles:
Yes No Not Applicable

SPECIAL PRECAUTIONS:

Permit expires: Date: _____ Time: _____ (One shift, per work crew)

Person performing work: _____

Signature

Authorization granted: _____

City of Pittsburgh Authorized Representative

Final Inspection: **To be completed by Fire Watch** Date: _____ Time: _____

Conducted By: _____

CAUTION: If sprinkler system exists do not perform Hot Work in areas in which the sprinkler system has been impaired without approval of the Manager or Risk Management.