



The College of

WILLIAM & MARY

Office of the Associate Vice President for Facilities Management

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DIRECTIVE: 788

Date: February 5, 2009

SUBJECT: Cutting, Welding, Grinding and Brazing Hot Work Permits

PURPOSE: The purpose of this directive is to 1) provide guidelines on when permits are required before performing cutting, welding, grinding and/or brazing activities; and 2) identify the responsible party who will issue the permit under each condition where a permit is required.

CANCELLATION: None

REFERENCES: Cutting, welding, grinding and brazing permits, hereafter referred to as "Hot Work Permits", will be required in accordance with OSHA 29 CFR 1910 requirements as well as ANSI Z49.1 and NFPA 51B, both of which are incorporated by reference in the applicable OSHA standard [29 CFR 1910, Subpart Q].

POLICY:

- **New Construction**

- New construction areas do not need a separate hot work permit. Hot work activities are covered under the construction permit. This practice is consistent with the Virginia State Fire Prevention Code.
- The General Contractor is responsible for permit issuance and oversight of all hot work activities performed on the construction site to include subcontractors.

- **Construction/Renovation in Occupied Buildings**

- The College requires contractors performing construction work in occupied facilities to issue a permit for their hot work activities in accordance with their in-house safety program requirements. The College will provide the contractor a hot work permit template for his/her use as appropriate. This template will be taken from NFPA 51B. This is a more stringent College requirement that must be communicated to the contractor via the contract.
- The contractor will establish an acceptable time limit for duration of his/her hot work permits IAW the guidelines in ANSI Z49.1 and NFPA 51B.

- The Project Manager (PM)) or College Construction Manager (CM) and a representative from the EH&S Office will review the hot work permit for completeness and ensure all hot work safety concerns have been addressed per requirements in applicable VOSHA regulations and standards.
- The PM or CM will provide routine, periodic oversight of the hot work activities to ensure the work is performed per the permit requirements. The PM PM or CM may request assistance from the EH&S Office for the conduct of these inspections.
- The EH&S Office staff will provide results of all inspections to the PM.
- The EH&S Office staff will not make recommendations and/or provide directions directly to the contractor.
- The EH&S Office staff, PM, CM or any other College employee who notes a serious safety concern with contractor performance may request the contractor stop work until the concern is resolved through the PM.

- **Service Contractors**

- The EH&S Office will issue hot work permits and perform worksite inspections for College of W&M staff and service contractors who perform hot work on campus.
- The responsible Facilities Maintenance Supervisor will perform periodic oversight of hot work activities performed by their contractors and/or subcontractors.



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