

**Appendix A – Hot Work Permit**

**THE OHIO STATE UNIVERSITY  
Environmental Health and Safety  
Hot Work Permit for Any Temporary Work  
Involving Open Flame, Sparks or Heat**

Dates of Hot Work \_\_\_\_\_

Building & Room of Hot Work \_\_\_\_\_

Description of Hot Work  
\_\_\_\_\_  
\_\_\_\_\_

Name of Person Doing Hot Work \_\_\_\_\_

Name of Company Doing Hot Work \_\_\_\_\_

Name of Assigned Fire Watcher \_\_\_\_\_

Name of Person to Supervise Hot Work \_\_\_\_\_

Signature of Person to Supervise the Hot Work \_\_\_\_\_

Date \_\_\_\_\_ Phone \_\_\_\_\_

**PERMIT APPROVAL**

The location where this work is to be done has been examined, necessary precautions taken, and permission is granted for this hot work. (See other side.)

Signature of EHS Rep. Approving Hot Work \_\_\_\_\_

**FINAL CHECK**

Work area and all adjacent areas to which sparks and heat might have spread including floors above and below and on opposite side of wall(s) have been inspected 30 minutes after the work was completed on each day and were found fire safe. OSU Emergency Management and Fire prevention at 292-6677 has been notified that hot work has been completed for reactivation of smoke/fire detector and sprinkler systems, etc

Signature & date of Hot Work Supervisor \_\_\_\_\_

Signature & date of Hot Work Supervisor \_\_\_\_\_

Signature & date of Hot Work Supervisor \_\_\_\_\_

Signature & date of Hot Work Supervisor \_\_\_\_\_

Signature & date of Hot Work Supervisor \_\_\_\_\_

Signature & date of Hot Work Supervisor \_\_\_\_\_

Signature & date of Hot Work Supervisor \_\_\_\_\_

Return completed form to EHS, 1314 Kinnear Rd. Rm. 106

### HOT WORK PERMIT CHECKLIST

Before approving any hot work, the EHS office representative will inspect the work area and confirm that the following precautions have been taken to prevent fire in accordance with NFPA 51B.

#### PRECAUTIONS

- o Smoke detectors & sprinklers in area have been addressed by FOD Fire Safety
- o HVAC precautions have been addresses by FOD Building Automation
- o Cutting and welding equipment is in good repair

#### WITHIN 35 FEET OF WORK

- o Floors are swept clean of dust and combustibles
- o Combustible floors are wetted down or covered with damp sand, metal or other shields
- o No combustible material, stored compressed gas cylinders or flammable liquids are present
- o Combustible surfaces are protected with covers, guards, or metal shields
- o Combustibles are moved away from opposite side of any walls
- o All wall and floor openings are covered
- o Covers are suspended beneath work to collect sparks

#### HOT WORK ON ENCLOSED EQUIPMENT

(Tanks, containers, ducts, dust collectors, etc.)

- o Containers are cleaned of all combustibles & purged of flammable vapors

#### FIRE WATCH

- o To be provided during and 30 minutes after hot work ends each day
- o Fire watcher has appropriate fire extinguisher equipment
- o Fire watcher is trained in use of fire equipment and in sounding fire alarm

#### FINAL CHECK

- o Final check of area must be made each day 30 minutes after completion of any hot work.

#### PHONES

- o In the event of a fire or emergency situation, call 911
- o Ohio State FOD's Fire Safety Systems – 292-3004
- o Ohio State FOD's Building Automation – 292-5558
- o Ohio State Emergency Management & Fire Prevention – 292-6677