



## Allegheny County Airport Authority HOT WORK PERMIT PROGRAM

(In accordance with OSHA 29CFR 1910.252)

**HOT WORK** is defined as any temporary operation involving open flames or producing heat or sparks including brazing, cutting, grinding, soldering, welding and torch applied roofing.

**Purpose:** To provide guidelines to reduce or eliminate the chance of a fire and/or explosion whenever Hot Work activities are performed. Hot Work activities shall be permitted only in areas that are or have been made fire safe.

**Procedure:** Prior to performing any Hot Work in or around any building (other than a *designated welding area\**), or in any area that may contain a flammable or combustible material within 35 feet of the point of operation, the following steps must be taken:  
*(\*NOTE: A designated welding area must be free of flammable or combustible materials, or this procedure shall apply.)*

### Prior to Hot Work:

1. The Welder/Cutter must inspect the area and remove or isolate any flammable or combustible materials within 35 feet of the anticipated Hot Work area.
2. The Welder/Cutter must ensure that appropriate fire extinguishing equipment is readily available and operable.
3. The Welder/Cutter shall complete his/her section of the Hot Work Permit, then
4. The Welder/Cutter must contact his/her immediate supervisor in charge of the project and the ACAA Fire Department at 412-472-5604, to obtain approval to begin the Hot Work. Hot Work shall not begin until the Supervisor or Fire Department has signed the Hot Work Permit authorizing the Work.

NOTE: In the event that an *immediate emergency repair* is necessary, Hot Work may begin without waiting for the authorized signatures, provided that: 1) the Fire Department is notified of the location of the Work to be performed, 2) all flammables and combustibles are removed or isolated from the area, 3) a Fire Watch is used, and 4) supervisory or fire department personnel sign off on the Work upon their arrival. This deviation from the normal Hot Work permit procedures shall only apply to emergency situations when delay will result in a public safety concern or substantial property loss. As such, deviation is only to be expected in rare instances.

5. The completed Hot Work Permit shall be posted in the immediate area of the Work to be performed and remained posted for at least 30 minutes following the completion of the Hot Work.



6. Supervisory or Fire Department Personnel will determine whether a Fire Watch is necessary. A Fire Watch is required whenever Hot Work is to be performed in any area where other than a minor fire might develop or any of the following conditions exist:
  - a) appreciable combustible material, in building construction or contents, closer than 35 feet to the point of operation,
  - b) appreciable combustibles are more than 35 feet away, but are easily ignited by sparks,
  - c) wall or floor openings within a 35 foot radius expose combustible material in adjacent areas including concealed spaces in walls or floors,
  - d) combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roofs and are likely to be ignited by conduction or radiation.
7. The Fire Watch shall be familiar with facilities for sounding an alarm (ie. nearest phone or fire alarm pull box, etc.) in the event of a fire and, must have appropriate extinguishing equipment available and be capable of operating the extinguishing equipment effectively. The Fire Watch shall have completed the Employee Safety and Extinguisher Training offered at the ACAA Fire Training Facility or similar instruction.

#### **Following the Hot Work:**

1. If a Fire Watch was necessary, they must remain in the location for at least 30 minutes following the completion of the Hot Work to detect and extinguish possible smoldering fires. In this case, the Fire Watch may be the Welder/Cutter.
2. The permit must remain posted at the Hot Work site for at least 30 minutes following the completion of the Hot Work.
3. The Welder/Cutter and/or Fire Watch must record the time the Work was completed, sign and forward the permit to the Safety/Security office where it will be maintained for a minimum of 30 days.



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*This form must be completed prior to Hot Work activities. This form must be posted in the vicinity of the Hot Work activity and remain posted for at least 30 minutes following the Hot Work.*

#### Welder/Cutter Must Complete This Section

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

The person(s) to perform the Hot Work (print): \_\_\_\_\_

Company: \_\_\_\_\_

The exact location of the Work to be performed: \_\_\_\_\_

The nature of Work to be performed: \_\_\_\_\_

#### Supervisor or Fire Department Must Complete This Section

List any potential fire hazards within 35 feet of Work site: \_\_\_\_\_

Control measures taken: \_\_\_\_\_

Is a Fire Watch necessary?                      YES                      NO

Name of Fire Watch (print): \_\_\_\_\_

Is appropriate extinguishing equipment available and have involved parties been instructed on how to operate the equipment, sound the alarm and notify the Fire Department in the event of fire?

Circle one:    YES            or    No            (If No, Hot Work shall not be authorized.)

*I verify the above location has been examined and the necessary precautions have been taken to prevent fire and/or explosion, and thereby authorize this Work.*

Signature \_\_\_\_\_

#### Final Check-Up Section

The Welder/Cutter and/or Fire Watch have concluded that the Work has been completed for at least 30 minutes and that the chance of fire is zero.

Welder/Cutter (signature): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Fire Watch (signature): \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Report Hot Work and any fires immediately to the ACAA Fire Department at 412-472-5604.**

Note: This permit is only valid for the date and shift in which it was signed. Return completed form to ACAA Safety & Security.