1.0 Purpose and Scope

Hot work includes operations such as electric arc and gas welding, brazing, torch cutting, grinding, torch soldering with an open flame, and other allied processes that produce sparks or hot slag. Hot work operations create heat, sparks, and/or hot slag that have the potential to ignite flammable and combustible materials in the work area. Hot work must be conducted in Authorized Controlled Areas or under a Hot Work Permit. All WHOI personnel (including contactors) that preform hot work are required to follow this procedure. This procedure does not apply to marine operations that are addressed by applicable U.S. Coast Guard regulations.

2.0 Roles and Responsibilities

2.2) Fire Watch is a worker assigned by the Hot Work Supervisor to observe ongoing hot work and to identify and respond to fire hazards. The Fire Watch must be able to immediately communicate with the Switchboard by radio or phone during a fire emergency. The Fire Watch shall be equipped with a portable fire extinguisher and be adequately trained in its use. A Fire Watch must be posted if it is required by the Hot Work Permit (Attachment A). The Fire Watch is required to comply with this procedure and all requirements listed on the Hot Work Permit.

2.3) Hot Work Operators are the workers performing the hot work (see Purpose and Scope). Hot Work Operators are required to comply with this procedure and all requirements listed on the Hot Work Permit.

2.4) Hot Work Supervisors or their designees are required to review hot work operations and to determine if it is being conducted in Authorized Controlled Areas or under a Hot Work Permit. If required, the Hot Work Supervisors must complete the Hot Work Permit (Attachment A) and review it with the Hot Work Operators and Fire Watch. Hot Work Supervisors are responsible for designating qualified personnel to serve at Fire Watch and Hot Work Operators.

3.0 Authorized Controlled Areas

The Facilities Director or designee shall approve all Authorized Controlled Areas. Authorized Controlled Areas are specifically designed to allow hot work operations, such as a professional machine shop. No Hot Work Permits are required for operations in Authorized Controlled Areas, provided they meet the applicable criteria from the Hot Work Permit. Note: bench scale
lab work with open flames (e.g., Bunsen burners, handheld propane torches, etc.) is addressed by the Chemical Hygiene Plan.

4.0 Hot Work Permit

All Hot Work that is conducted in an area that is not specifically designed and equipped for hot work operations, must be conducted under an approved Hot Work Permit. The Hot Work Permit is valid for one day or shift and must be renewed daily or as needed. Switchboard must be notified when and where a Hot Work Permit is issued. Mounted, bench-top grinders that are operated in accordance with WHOI’s Machine Shop Safety Guideline and with adequate fire safeguards do not require a hot work permit.

5.0 Training

The Hot Work Supervisors or their designees and Hot Work Operators must complete Machine Shop Online Safety Training.
### WHOI Hot Work Permit

<table>
<thead>
<tr>
<th>Location/Building/Room:</th>
<th>Permit Checklist</th>
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</table>

#### Description of hot work:

#### Hot Work Operators:

#### Fire Watch:

Is a Fire Watch required? YES  NO  

A Fire Watch should be posted if:

- **Combustible (and flammable) materials within a 35 foot radius of the work cannot be removed or adequately protected**
- **Wall or floor openings within a 35 foot radius of hot work expose unprotected combustible materials in other areas, including concealed spaces in walls and floors**
- **Combustible materials are adjacent to the opposite side of partitions, walls, ceilings or roofs and are likely to be ignited**
- **Required by the Facilities Director or designee, EH&S office, or the Master of any vessel.**

#### This Permit Expires:

**Date:** __________  **Time:** __________

Approved: __________________________ **Date:** ____________

The information on this Permit has been evaluated, the site has been examined, and all safety measures are in place. Any significant change in approved work voids this permit.

- Permit valid for one day or shift only – 24 hour maximum limit
- Post copy of approved permit in hot work location
- Switchboard/Security notified when and where hot work permit was issued