

## **Fire Safety and Hot Work Permit Policy (Updated March 16, 2017)**

This policy is intended to prevent any fire that may result from hot work processes and to ensure an appropriate fire watch is provided when required. For the purposes of this policy, hot work is defined as any temporary operation involving open flames or producing heat, sparks or dust. This includes, but is not limited to, grinding, cutting, brazing, soldering, torch applied roofing and welding; and any dust or mist generating activity that may activate the fire alarm system. The secondary purpose of the policy is to facilitate identification and control of work activities that could contribute to poor Indoor Air Quality (IAQ) in occupied facilities.

This policy applies to all personnel, including contractors, involved with construction and maintenance activities and/or who may be involved in hot work activities on any LSUHSC campus. Follow the process below:

### **1. Permit Submittal.**

A permit is required to be completed and approved for any hot work or operation that requires disabling of all or part of the fire alarm or fire sprinkler system. Persons who will perform this work will initiate the process by completing and submitting the Fire Safety and Hot Work Permit, enclosure (1). Permits must be submitted to Facility Services (via the Construction Coordinator for contract work) no later than five working days in advance of the work.

Care must be taken to ensure the permit is complete and accurate. The description of the work should be sufficient for the Electronic Control Technician to understand if flow and tamper switches or smoke detectors should be deactivated. It should also include specifics on the scope of work that are adequate to identify potential impacts to the IAQ of adjacent areas. When potential impacts to the IAQ of adjacent areas are identified, use the "Other Precautions Taken" section to identify planned controls. See III.11 of the [Contractor Safety Guidebook](#) for examples of IAQ impacts and control measures.

### **2. Permit Review and Approval.**

Permit Authorized Individuals (PAI) oversee the permit program for operations under their supervision. PAIs are Facility Services foremen and Engineering Services construction coordinators. They are responsible for reviewing the permit for completeness and accuracy, and inspecting sites prior to the start of operations. When a fire watch is required, the LSUHSC foreman or construction coordinator will validate that a qualified trained individual(s) is designated to serve as the fire watch and is aware of all the inherent hazards at the worksite and of the hot work. Once all requirements on the form have been satisfied and the form is signed by the PAI, the document is routed through Facility Services and EH&S for review and approval.

### **3. Executing the Work.**

Work shall begin at the time indicated on the permit. Post the permit in a clearly visible location with the warning sign facing out for the duration of the activity. Prior to starting any hot work, the PAI and person performing the hot work shall inspect the site and confirm that adequate procedures are in place given the hazards. Smoke detectors in the area of hot work should be covered and/or disabled for the duration of hot work to prevent false alarms. Sprinkler heads in the area of hot work may be covered with a wet rag to prevent accidental activation. Prior to commencing work, the Electronic Control Technician(s) will log the time the fire alarm system was disabled/re-enabled and the specific devices that were disabled.

Upon completion of the work, the Technician will log the time the system was re-enabled. A copy of the permit shall be filed by the Electronic Control Shop and kept for a period of at least one year.

#### 4. **Fire Watch.**

The fire watches are put in place to act as human fire notification systems. There are two types of fire watches:

- A standard fire watch is assigned to observe hot work operations for the sole purpose of watching the surrounding area to ensure a fire is not started. The fire watch must observe the area for a minimum of 30 minutes after the hot work is complete. This watch is required if combustible materials are within 35 feet of the work and when combustible materials are adjacent to the opposite side of partitions, walls, ceiling or roofs that have the potential to be ignited during hot work. The watch must maintain their own fire extinguisher and must have the authority to shut down operations if an unsafe condition exists. Furthermore, the PAI will insure that the watch is aware of how to activate the alarm should a fire start.
- A roving fire watch is assigned to make rounds in a facility, or portion of a facility, when either:
  - the entire fire alarm system and/or entire fire suppression system will be inoperable for more than four hours in a 24 hour period.
  - the fire sprinkler system has been partially impaired for more than 10 hours.
  - the duct smoke detectors or fire notification system is partially impaired for more than eight hours.

If a roving fire watch is required, the PAI will take the following actions:

- Make the Facility Services Director and the Executive Director of Environmental Health and Safety aware. This is accomplished by submitting a Fire Safety/Hot Work permit request. The Director of Facility Services will then notify the State Fire Marshal, the NOFD Fire Protection Division (504-658-4700), alarm company, and all effected personnel in writing of the fire watch.
- Establish a fire watch designated solely for fire watch duties and designate routes in writing. The routes shall be approved by the State Fire Marshal. Brief the watch on their duties and responsibilities, including who to notify in the event of a fire or other emergency.
- The watch will:
  - Have a designated individual in charge.
  - Make rounds on designated routes in the affected area at a minimum one hour interval. The watch will look for signs of smoke, fire, and other hazardous conditions. During the rounds, the watch will make an inspection of all spaces in the affected area, including stairwells; common areas including basements, lounges, laundry rooms, and dining areas; and concealed areas, such as attics and unoccupied storage areas.
  - Sign a log sheet indicating the start and end time of each round.
  - Be familiar with the building's notification system, fixed fire protection systems, manual and automatic detection systems, where the manual pull stations are located in the affected area, and portable fire protection systems and understand their current operational condition.
  - Carry communication devices to maintain constant communication between each other and University Police. Contact with the New Orleans Fire Department will be made via University Police.
  - Have the ability to alert building occupants in the event of a fire.

5. **Record Retention.** The Director of Facility Services will maintain all records, to include log sheets, associated with the fire watch.

J. L. BALL  
Associate Vice Chancellor Property and Facilities

# LSU Health Sciences Center – Fire Safety and Hot Work Permit

Updated March 16, 2017

All temporary operations performed by LSUHSC or contractors producing heat, flames, sparks or dust (e.g., brazing, cutting, grinding, soldering or welding) and work requiring the shutdown of sprinkler systems and/or fire alarms, or that could possibly activate the fire alarm system (dust/mist generating activities) require a completed and approved permit.

Describe what work you will be performing below. Additionally, indicate if the fire alarm system or fire sprinkler system will be shut down or impaired. If so, explain what parts of the building are impacted and for how long.

|  |
|--|
|  |
|  |
|  |
|  |
|  |

Check the appropriate box:

- A standard fire watch is required.
- A roving fire watch is required.
- No fire watch is required.

### GENERAL INFORMATION

|   |  |
|---|--|
| TODAY'S DATE  | PROJECT NAME   |
| LOCATION/BUILDING & FLOOR (Be Specific)   |  |
| DESCRIPTION OF WORK BEING PERFORMED (Be Specific and check all that apply)  |  |
| <input type="checkbox"/> SPRINKLER MODIFICATION<br><input type="checkbox"/> DUST, MIST GENERATING ACTIVITIES<br><input type="checkbox"/> SOLDERING<br><input type="checkbox"/> WELDING<br><input type="checkbox"/> CUTTING & GRINDING | <input type="checkbox"/> OTHER (Explain Below)<br>_____<br>_____ |
| NAME OF PERSON(S) PERFORMING HOT WORK   | PHONE #  |
| <input type="checkbox"/> Daily <input type="checkbox"/> Continuously  |  |
| START TIME:   | Date: _____ Time: _____ AM/PM                                    |
| COMPLETION TIME:  | Date: _____ Time: _____ AM/PM                                    |

### VERIFICATION

The information contained in this hot work permit has been examined, the precautions checked on Hot Work Checklist will be taken to prevent fire, and permission is authorized for this work.

SIGNED \_\_\_\_\_  
(Person Performing Hot Work)

SIGNED \_\_\_\_\_  
(For Permit Authorized Individual, i.e. Construction Coordinator/Foreman)

SIGNED \_\_\_\_\_  
(For Facility Services)

SIGNED \_\_\_\_\_  
(For Environmental Health and Safety)

### HOT WORK CHECKLIST

|   | Yes                      | No                       | n/a                      |
|---|--------------------------|--------------------------|--------------------------|
| Sprinklers (or other suppression systems, fire pumps, etc.) are operational during work period. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Smoke detectors are operational during work period.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Visual and audible alarms are functional and pull stations work.                                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Multi-purpose fire extinguisher on hand.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### REQUIREMENTS WITHIN 35 FEET OF WORK

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| Dust, lint, debris, flammable liquids and oil deposits removed; floors swept clean.                                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Explosive atmosphere in area eliminated.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Combustible floors (e.g., wood, carpeting) covered with fire blankets.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Remove flammable and combustible material where possible otherwise protect with fire blankets, guards, or metal shields. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| All wall and floor openings covered.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Walkways protected beneath hot work.   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### WORK IN CONFINED SPACES

|                                      |                          |                          |                          |
|--------------------------------------|--------------------------|--------------------------|--------------------------|
| Follow LSUHSC confined space policy. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--------------------------------------|--------------------------|--------------------------|--------------------------|

### WORK ON WALLS OR CEILING

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| Combustibles moved away from other side of wall. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
|--|--------------------------|--------------------------|--------------------------|

### FIRE WATCH/HOTWORK AREA MONITORING

|   |                          |                          |                          |
|---|--------------------------|--------------------------|--------------------------|
| Standard Fire watch will be provided during and for 30 minutes after hot work is complete.                      | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire watch is trained in use of fire extinguishers and familiar in procedures for sounding building fire alarm. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Fire watch is required for opposite side of walls, above and below floors and ceilings.                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### OTHER PRECAUTIONS TAKEN TO PROTECT LSUHSC PERSONNEL

(e.g., local exhaust ventilation, physical barriers)

### ELECTRONIC CONTROL TECHNICIAN SIGNOFF

#### DISABLED FIRE ALARM POINTS/FLOW and TAMPER SWITCHES

TIME SYSTEM DISABLED: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

TIME SYSTEM RE-ENABLED: Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM

SIGNED: \_\_\_\_\_

*\*Note: if multiple disabling times are utilized write additional time data on back of this form.*

# **WARNING!**

## **HOT WORK IN PROGRESS WATCH FOR FIRE!**

**IN CASE OF AN EMERGENCY:**

**CALL:** \_\_\_\_\_

**AT:** \_\_\_\_\_

**LSUHSC Campus Police: 504-568-8999**  
**LSUHSC Facility Services: 504-568-7715 or**  
**504-568-7716**  
**LSUHSC Safety Department: 504-568-2851**

# **WARNING!**