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#### 1.0 PURPOSE

The purpose of this program is to prevent injury or loss to property while ensuring safe work conditions during welding, cutting, brazing, and grinding operations.

#### 2.0 APPLICABILITY AND SCOPE

Welding, torching, brazing, and grinding operations are conducted by FPM, university faculty, staff, and students, and independent contractors throughout university property for activities that include repairs, remodeling, glassblowing, or new construction. Equipment owners must ensure that their equipment is code-compliant, in safe working order, and that users are properly trained.

#### 3.0 DEFINITIONS

Hot Work - Welding, cutting, brazing, grinding, and other operations capable of producing sufficient heat to initiate combustion or create an explosion.

#### 4.0 APPLICABLE REGULATIONS AND STANDARDS

- California Fire Code 2018 Chapter 35 Welding and Other Hot Work
- NFPA 2009 51B
- Best Practices <u>AIG Insight: Hot Work</u>

#### 5.0 **RESPONSIBILITIES**

#### Fire Safety & Emergency Planning (FSEP) will:

- a) Oversee the administration of this program.
- b) Provide technical assistance.
- c) Inspect areas where hot work is conducted.
- d) Facilitate hot work permit registration through the FSEP Hot Work web site.

### Department / Instructor/ Supervisor will:

- a) Establish safe areas for cutting and welding (refer to section 7.0).
- b) Ensure the following:
  - i. Safe use of cutting, welding, brazing, and grinding equipment in their work areas.
  - ii. Hot work procedures are being implemented and followed.
  - iii. Cutters and welders are trained in the safe operation of the equipment.
  - iv. Ensure that contractors meet or exceed University procedures and practices.
- c) Review expired permits to ensure proper implementation of this program.

#### **Employee / Student**

Authorized users must receive training regarding the contents of this program and safe use of the specific equipment they will be working with. It is the responsibility of each authorized user to observe safe working practices while performing hot work.

#### 6.0 HOT WORK PERMIT PROCEDURE

- A hot work permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to, brazing, cutting, grinding, soldering, thawing pipe, torchapplied roofing, and welding.
- Apply for a hot work permit at <u>https://sites.usc.edu/fsep/fire-safety/hot-work-permit/</u> and complete all fields.
- Save the form using the upper right "Save Form" button. Applicants will receive email notification of their submittals. See Figure 6.1
- 4. FSEP receives the submittal for review and will issue approval or denial of a submittal. An email notification will be sent to the applicant.
- Approved submittals are issued as Hot Work Permits that include emergency contact information and a Hot Work Fact Sheet. See Figures 6.2 – 6.4.
- 6. Post issued Hot Work Permit(s) in conspicuous location(s) at the hot work site(s).
- 7. **NOTE**: The following permit conditions must be met prior to starting hot work.
  - a. Inspect/examine the location where hot work is to be performed and confirm that:
    - i. Fire sprinklers are operational and will not be taken out of service until this work is completed.

Permit Submittal					
Permit Information					
to: work done by: (Type name in box)					
USC Employee or Project Manager?	USC Employee				
USC Project Manager Email	🖹 ehs@use.edu				
Contractor's phone number	3234422203				
General contractoria information	1234 Main Street, Suite 565				
Permit Requested by	Torriny Tiojan				
Person Requested by Ernail:	🖹 eha@urs.edu				
Permit Number:	03-01-2022 Temmy Trojan-1852				
Location	CAL - CAROLE LITTLE BUILDING				
Exact Location	CAL 120.22				
Work to be done	Other				
Othersverk to be done	Repair steel struts				
Permit Signature					
Person doing job (name and signature):					
Name:	Torving Tiojan				
Email	energuec.edu				
have verified that the above location has repeated and the required precautions a rare been taken. Permission is authorize above work.	s been nd suiveguade ed onry for the				
Permit Start Date	03/01/2022				
Permit Completed Date	0331/2023				
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#### Figure 6.1 Hot Work Permit Submittal



Figure 6.2 Hot Work Permit

# **HOT WORK PROGRAM**

- ii. No flammable lint, dust, vapors and liquids, and unpurged tanks or equipment are in the area.
- iii. Work will be confined to the area or equipment specified in the permit.
- b. Ensure that the following safeguards are in place:
  - i. Floors and surrounds are swept clean and wet down.
  - ii. Adequate portable extinguishing equipment (e.g., fire hose, extinguishers, and water pails) is present.
- c. Ensure additional safeguards are present if the work involves cutting, welding, or other spark-producing activity:
  - All combustibles are located 35 ft. from the operation and the remainder protected with fire-resistive tarpaulins or metal shields.
  - ii. All floors and wall openings within 35 ft. of operations are covered tightly.
  - iii. Responsible personnel are assigned to watch for dangerous sparks in the area, as well as floors above and below.
  - Flame or spark-producing equipment to be used is inspected and found in good repair.
  - v. Arrangements are made for a patrol of the area, including floors above and below, during active work, lunch, and rest periods and for at least one-half hour after the work is completed.
- 8. Contact <u>firesafety@usc.edu</u> or (213) 740-8611 for assistance or general inquiries.

## 7.0 DESIGNATED "SAFE AREAS" FOR HOT WORK

Departments that regularly conduct hot work activities can designate a safe area where individual permits are not required. This area must:

- a) Contain a functioning automatic sprinkler system.
- b) Have fire extinguishers of the proper type in the immediate vicinity.
- c) Be located at least 35ft. (11m) away from combustible, flammable, and explosive materials.
- d) Be shielded visually from other areas.
- e) Have adequate ventilation.
- f) Have a "Warning" sign posted to warn of potential hazardous fumes from welding operations.

	FOR INFORMATION DURING A MA	JOR EMERGENCY:
	<ul> <li>http://usc.edu/emergencyvideos</li> </ul>	PROCEDORES.
	<ul> <li>http://safety.usc.edu/emergency-training-act incident</li> </ul>	live-shooter-
	FIRE:	
	<ul> <li>Second the starm and yet. Het:</li> <li>CALL DPS: UPC (213) 740-4321, HSC (323) 442-1</li> </ul>	000
	<ul> <li>Evacuate the building immediately, using the near outcloor assembly area. (Ask resident advisor for</li> </ul>	est safe stainvell, not the elevator. Meet at your the investor?
~~~	EARTHQUAKE:     Draps Avoid failure objects and fall furnishings on	windows are complete the floor.
	Cover: Get linder a sturdy table, and cover the ta	ick of your head and neck with your arms.
	<ul> <li>Hold On: To the table in case it moves. Foutside, hazards. Stay in an open area.</li> </ul>	move away from structures, power poles, or other
0	ACTIVE SHOOTER/ASSAILANT EMI	ERGENCY:
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	<ul> <li>Hun: Avoid folling objects and tall furnishings or v</li> <li>Hide: (Also known as shelter in place) if ascope is</li> </ul>	incless and grap to the ricer inct an option.
	<ul> <li>Fight: Fcomered, band together to attack and in investigations.</li> </ul>	modilize the shooter using physical aggression and
	IF NOT IN THE VICINITY OF DANGER:	
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	<ul> <li>Shelter in place.</li> </ul>	
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USCUniversity of Southern California

Location: CAL

EMERGENCY PROCEDURES

TO REPORT ANY EMERGENCY (POLICE, FIRE, AND AMBULANCE):

### 8.0 VENTILATION

Ensure mechanical local exhaust ventilation is provided and used for hot work in all confined spaces and in welding areas where any of the following conditions exist:

- The ceiling height is less than 16 feet.
- There is less than 100 cubic feet of space per welder.
- Exposures to toxic gases or welding fumes are not known or exceed published occupational exposure limits.

#### 9.0 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Determine appropriate PPE (e.g., eyewear, gloves, fire- and flash resistant clothing) for use in hot work by completing the <u>Shop Safety Risk Assessment (SSRA) tool</u>. NOTE: If air purifying respirators (APR) are needed for hot work, then medical surveillance, fit testing, and training are required prior to use.

#### 10.0 SAFE HANDLING AND STORAGE OF GAS CYLINDERS

Review Section 10. Chemical Inventory, Storage, and Transport of the <u>USC Shop Safety Manual</u> for safe handling and storage of compressed gas cylinders.

#### 11.0 PROGRAM REVIEW/REVISION

Reviewed by: T. Tyler, J. Pendley, R. Forsberg, and A. Bouziane	Date: 04/02/2013
Revised by: R. Forsberg, and A. Bouziane	Date: 03/02/2022
Reviewed/approved by:	Date: