

**LEAVE NO SPACES BLANK**

Veterans Administration Connecticut Healthcare System

**PERMIT # \_\_\_\_\_**

**HOT WORK PERMIT – SINGLE SHIFT**

For torch & abrasive wheel cutting, welding, soldering, brazing or spark producing work.

**LEAVE NO SPACES BLANK**

**Section I: Pre-assessment must be completed prior to commencement of hot work.**

Date of work:	Shift Requested <input type="checkbox"/> 1 <sup>st</sup> , <input type="checkbox"/> 2 <sup>nd</sup> , <input type="checkbox"/> 3 <sup>rd</sup> shift
Building location of work:	Floor Location:
Service Area:	Room # (s):
Person Performing Work:	Company:
Fire Watch Name:	Authorizing Agent:
Work to be done: <input type="checkbox"/> Welding, <input type="checkbox"/> Soldering, <input type="checkbox"/> Cutting, <input type="checkbox"/> Grinding. Description: _____	
<b>Initials</b>	<b>Pre-inspection / Precautions checklist to be completed BEFORE permit will be issued.</b>
	Measures in place so smoke or burning odors cannot be detected by patients, personnel, or detection devices.
	Sprinklers in service.
	Cutting and welding equipment in good repair.
	<b>WITHIN 35 FEET OF WORK</b>
	Floor swept clean of combustibles.
	Combustible floors wet down, covered with damp sand or non combustible shields.
	Combustible materials or flammable liquids removed from area or protected with covers, guards, or shields.
	All wall and floor openings covered and covers suspended beneath work to collect sparks
	<b>WORK ON WALLS OR CEILINGS</b>
	Construction noncombustible and without combustible covering.
	Combustibles moved away from the opposite side of wall.
	<b>WORK ON ENCLOSED EQUIPMENT (tanks, containers, ducts, etc.)</b>
	Equipment cleaned of all combustibles.
	Containers purged of flammable vapors.
	<b>FIRE WATCH (IF REQUIRED)</b>
	To be provided entire duration of work and at least 30 minutes after operation
	Supplied with fire extinguisher and/or small hose
	Trained in the use of the equipment and in sounding the fire alarm.
Person Performing pre-inspection Print Name:	Sign Name:
Time HOT Work Started:	Time HOT Work Completed:

**Section II – To be completed by the Safety Office’s Life Safety Section.**

Permit Issued By:	Permit expires <input type="checkbox"/> 1 <sup>st</sup> , <input type="checkbox"/> 2 <sup>nd</sup> , <input type="checkbox"/> 3 <sup>rd</sup> shift
Is fire watch required? <input type="checkbox"/> Yes, <input type="checkbox"/> No	Fire watch attests he has had extinguisher training? <input type="checkbox"/> Y <input type="checkbox"/> N
List detection / suppression devices/systems disabled for the duration of work and initial when re-enabled:	
Time Permit Returned:	Comments:

**Section III – To be completed by the fire watch.**

Work area and all adjacent areas to which sparks and heat might have spread (including floors above, below and on opposite sides of walls) inspected 30 minutes after hot work completed and found free of any indication of fire.	
Signature of Fire Watch:	Time:

**Instructions on back.**  
Revised May 08

## INSTRUCTIONS

Hot Work Permits. Contractors and VA Connecticut personnel performing hot work shall request a Hot Work Permit from the Safety Office's Life Safety Section a minimum of 24 hours in advance unless, due to nature of work, the Safety Office's Life Safety Section agrees that a permit can be issued in less time.

### 1. Permit completion process.

- The first part of Section I is completed at the time the permit is issued. The pre inspection is performed and documented prior to commencement of the actual hot work.
- The safety Office's Life Safety Section's Life Safety Section will determine if a fire watch is required, and issue the permit with a sequential permit number.
- The COTR or other authorized person shall disable such fire detection/suppression devices as are deemed necessary in order to avoid a false alarm. If it is not feasible to disable certain devices, the Safety Office's Life Safety Section's Life Safety Section may approve an alternative method such as bagging a detector.
- The Hot Work Permit will be issued for the period necessary to perform such work. In the event the time necessary will exceed eight hours, a separate permit must be requested and issued.
- Once issued, the permit will be posted in a conspicuous place in the immediate area where the work is being performed.
- Permit must be returned to the Safety Office's Life Safety Section in Building 15 upon completion of the final fire watch inspection.

### 2. Required safety precautions for Hot Work:

- No work will be performed in any area open to or viewable by patient or employee traffic.
- **Sealing spaces, negative air pressure, smoke eaters, and other measures will be used to ensure smoke or burning odors do not migrate from the work space to where they can be sensed or detected by patients, employees or smoke detection devices.**
- Work areas will be protected by automatic sprinklers that are operable at all times.
- The pre-inspection must be performed and compliance with all items is required.
- Welding leads and gas hoses for burning are kept out of walkways and all welding equipment will be inspected and in good working condition.
- Obtain appropriate size and type of fire extinguisher and locate it at work site. Fire watch will have extinguisher training and know how to sound an alarm if a fire cannot be easily extinguished.
- **The fire watch must continue for at least 30 minutes after the hot work is complete.** Look for any smoldering and inspect adjoining rooms. The fire watch completes the last section of the permit.

**FALSE ALARMS WILL NOT BE TOLERATED!!!** Persons performing hot work are required to be familiar with the location of the smoke detectors in the work area. When performing cutting, burning, soldering, or welding or any other operations that may cause smoke or dust, the Safety Office's Life Safety Section must be notified so action can be taken to prevent false alarms. Contact the Safety Office's Life Safety Section at the West Haven campus extension 4197 and Newington campus at extension 6257. If the work requires the deactivation of part of the fire alarm, sprinkler system or standpipe fire systems, the contractor, employee and/or the authorizing agent must notify the Safety Office's Life Safety Section to deactivate the alarm in that zone. Notification must be made at least 24 hours prior so that action can be taken to ensure fire safety of the area. The system must be returned to operational mode as soon as the work is completed on each day; therefore, the Safety Office's Life Safety Section must be notified when the work is completed.