



LOYOLA UNIVERSITY CHICAGO CONTRACTOR HOT WORK PERMIT

PERMIT DETAILS

Permit Number _____ Date Issued _____

Start Date and Time _____ End Date and Time _____

Permit Issued By (print) _____ Date _____

Permit Issued By (sign) _____

Contractor Name _____

Site Supervisor _____ Phone _____

Worker Name _____ Role _____

Worker Name _____ Role _____

WORK DETAILS:

Building Name/Building Number/Work Area Location/Room Number

Has the building been put into bypass? Yes _____ No _____

If yes, by whom? _____ Bypass Time: _____

Type of Hot Work: Soldering _____ Cutting _____ Welding _____ Grinding _____

Other (Specify) _____

Has the building been taken out of bypass? Yes _____ No _____

If yes, by whom? _____ Time Out: _____

AT ISSUANCE OF PERMIT:

The location where this work will take place must be examined before, during, and after hot work operations and all the appropriate precautions and safety measures, including any that exceed those in Appendices A and B, will be taken. The contractor understands and accepts the responsibility for the safe execution of the hot work operation(s) described above and safe execution of the fire watch following the hot work operation(s) described above. **Completion signatures are in Appendix B.**

I have received Appendices A and B. I have read and understand the contents of Appendices A and B.

Contractor Representative (print) _____ Date _____

Contractor Representative (sign) _____

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APPENDIX A: CONTRACTOR ASSESSMENT AND RISK ASSESSMENT

The following tasks must be completed and/or verified **prior** to starting hot work activities. Check each box below as the task is completed.

- Conducted a thorough inspection of the work area for potential hazards.
- Ensured all necessary precautions have been taken to mitigate risks.
- Ensured the proper shutdown and isolation of nearby equipment and machinery.
- Verified that all personnel involved in the hot work operation(s) have received appropriate training and possess the required skills.
- If applicable, confirm that all relevant permits, licenses, and authorizations have been obtained.
- Verified that the entire work area is free from flammable, combustible, or ignitable materials.
- Confirmed the availability and adequacy of fire prevention measures and fire extinguishers.
- Ensured proper isolation of the work area from unauthorized personnel.
- Assigned and briefed fire watchers on their responsibilities.
- Provided workers with appropriate personal protective equipment (PPE). Including, but not limited to, safety glasses/goggles, hard hat, welding helmet, welding gloves, flame resistant clothing, welding apron, respirator, and hearing protection.
- Established a communication plan/response plan for emergencies.
- Communicated all necessary safety precautions to workers.
- If applicable, confirm the suitability of weather conditions for hot work.
- Conducted a final inspection before authorizing hot work operation(s).

NOTE: Each box in Appendix A must be checked indicating compliance with the stated task. The completed forms must be returned to your Loyola University Chicago contact for compliance verification.

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APPENDIX B: CONTRACTOR FIRE SAFETY PRECAUTIONS

BEFORE THE WORK - All of the following precautions must be taken prior to hot work operation(s). Check each box below as the task is completed.

- Hot work equipment must be thoroughly inspected and found to be in good repair and free of damage or defects.
- A multi-purpose dry chemical, portable fire extinguisher (ensure the inspection tag is current) must be located such that it is immediately available to the work area and is fully charged and ready for use.
- At least one fire alarm pull station or means of contacting the Fire Department (i.e.: site telephone) must be available and accessible to people conducting the hot work operation.
- Floor areas under and at least 35 feet around the hot work operation(s) must be clean of potential or known combustible and/or flammable materials.
- If applicable, any equipment fueling activities and/or fuel storage must be relocated at least 35 feet away from hot work operation(s).

Where applicable, the following precautions will also be taken before hot work operation(s) work begins:

- Fire resistant shields (fire retardant plywood, flameproof tarpaulin, metal, etc.), must cover combustible floors.
- Spark/slag catchers (fire retardant plywood, flameproof tarpaulins, metal, etc.) must be suspended below any elevated hot work operation.
- All floor and wall openings must be covered to prevent sparks/slag from traveling to other, unprotected areas.
- Containers in or on which hot work operation(s) will take place must be purged of flammable vapors.

DURING THE WORK - The following precautions will be taken prior to hot work operation(s). Check each box below as the task is completed.

- Person(s) must be assigned to a fire watch during all hot work operations.
- Fire watch person(s) are to be supplied with multi-purpose dry chemical, portable fire extinguisher (ensure inspection tag) and trained in its use.



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APPENDIX B:

CONTRACTOR FIRE SAFETY PRECAUTIONS (continued)

- A fire alarm pull station or means of contacting the Fire Department (i.e. site telephone) are available and accessible to the fire watch person(s).

AFTER THE WORK - All of the following precautions must be taken after hot work operation(s). Check each box below as the task is completed.

- Person(s) must be assigned to a fire watch for a minimum of 30 minutes after all hot work operations cease.
- The work area and all adjacent areas to which sparks and heat might have spread (including floor levels above and below and on opposite side of walls) were inspected 30 minutes after all hot work operations ceased for the shift and were found to be fire safe.

NOTE: Each box in Appendix B must be checked indicating compliance with the stated task. The completed forms must be returned to your Loyola University Chicago contact for compliance verification.

Completion Signatures:

Person Conducting Work:

Contractor Representative (print) _____ Date _____

Contractor Representative (sign) _____

Fire Watch:

Contractor Representative (print) _____ Date _____

Contractor Representative (sign) _____