



# LOYOLA UNIVERSITY CHICAGO STAFF HOT WORK PERMIT

## PERMIT DETAILS

Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Start Date and Time: \_\_\_\_\_ End Date and Time: \_\_\_\_\_

Permit Issued By: \_\_\_\_\_

Sign \_\_\_\_\_ Print: \_\_\_\_\_

Has the building been put into bypass? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, by whom? \_\_\_\_\_ Bypass Time: \_\_\_\_\_

Building Name: \_\_\_\_\_ Building No: \_\_\_\_\_ Room No: \_\_\_\_\_

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

## Completion Signatures:

Person Conducting Work: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Fire Watch: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**NOTE:** Please see Appendix A (Inspection) and Appendix B (Fire Safety Precautions) prior to start of hot permit work operation(s).

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### APPENDIX A: STAFF INSPECTION 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 the proper shutdown and isolation of nearby equipment and machinery.
- Ensure all necessary precautions have been taken to mitigate risks.
- Verified that all personnel involved in the hot work operation(s) have received appropriate training and possess the required skills.
- Verified that the 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.
- If applicable, assign and brief fire watchers of their responsibilities.
- Personal protective equipment (PPE) has been assigned, including, but not limited to, safety glasses/goggles, hard hat, welding helmet, welding gloves, flame resistant clothing, welding apron, respirator, if necessary, hearing protection, if necessary.
- If applicable, a communication plan for emergencies has been established.
- If applicable, all necessary safety precautions have been communicated to those assisting with task.
- If applicable, confirm the suitability of weather conditions for hot work.
- Conducted a final inspection of work area and surrounding areas.

**LOYOLA UNIVERSITY CHICAGO  
STAFF HOT WORK PERMIT****APPENDIX B: STAFF 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 person(s) 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 must also be taken before hot work operation(s) 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 must 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.
- A fire alarm pull station or means of contacting the Fire Department (i.e. site telephone) available and accessible to fire watch person(s).

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STAFF HOT WORK PERMIT**

**APPENDIX B:**

**STAFF FIRE SAFETY PRECAUTIONS (continued)**

**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.