### SUNY Potsdam
### Hot Work Permit
### Revision 1.0

This form must be completed by College Personnel or Contractors prior to any Hot Work Activity and posted at the work site. Once Hot Work and wait time has ended this permit must be returned to College Supervisor or College Project Manager within 24hrs.

<table>
<thead>
<tr>
<th>Date:</th>
<th>Time Issued:</th>
<th>Time Expired:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Location:</th>
<th>Reason For Entry:</th>
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</table>

- **Do Not Cut, Weld, or use open-flamed or spark-producing equipment without taking the following Precautions.**
- **Fire watch assigned:** Print Name: [Signature]

Fire watch must continue to inspect work area a minimum of 30 minutes after Hot Work has ended.

- Are there alternative means to performing this job without Hot Work?
- Can Hot Work be done in a safer location – Service Area Shop, Outdoors, Prefab?

**Workers Trained In Hot Work Procedures?**

<table>
<thead>
<tr>
<th>Communication Methods to Contact Emergency Services:</th>
<th>Phone</th>
<th>Radio</th>
<th>Other</th>
</tr>
</thead>
</table>

Call University Police for all Emergencies: Dial 911 or 2222 from any on-campus phone or (315)267-2222 from a cell phone.

- Are Sprinklers, where provided, in service?
- Do smoke detectors de-energized (does coverage need to be coordinated with Fire Department)?
- Are combustibles within 35 feet relocated or covered?
- Are floor openings below work area covered or Fire Watch posted below?
- Are wall openings within 20 ft. sealed, or Fire Watch assigned to monitor?
- Are hidden areas where heat can be conducted causing combustibles to burn or smolder have been addressed?
- Are drains within 20 ft. of spark producing work covered?
- Are vent intakes or returns within 20 ft. closed or blocked off?
- Indoor welding or torch cutting has local exhaust ventilation in place?
- Are portable containers with flammables relocated 35 ft.?
- Are welding screens, curtains or heat shielding in place?
- Are proper welding hood or goggles for workers exposed to welding arc are in use?

<table>
<thead>
<tr>
<th>Are combustible gases a possible Hazard in this work area?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

For areas that possess the risk of containing combustible gases the area must be continually ventilated during work and % LEL must be zero at all times. **Combustible gas detector Reading prior to work:** Time: Detector Cal. Date:

- Is the work area considered a Confined Space?

(If Yes – Confined Space Permit is Required. If Unsure- Contact EH&S (Ext.#2595)

- For Contractors:
  - (Company Name)
  - (Name)
  - (Phone)

- Hot Work Supervisor:
  - Person conducting the Hot Work (i.e. welder)

**Hot Work Sign**
(See Reverse)
Call University Police for all Emergencies: 
Dial 911 or 2222 from any on-campus phone or 
(315)267-2222 from a cell phone.

Reminder: Once Hot Work procedures have ended this permit must be returned to a College Supervisor 
or College Project Manager within 24hrs.

Hot Work Permit 
(See Reverse)