

**Emergencies:**

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

# SUNY Potsdam Hot Work Permit

Revision 1.0

**Questions:**

Call EH&S for any questions  
 concerning Hot Work Procedures  
 Dial (315) 267-2596

***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 and a copy of  
 the permit sent to Environmental Health and Safety within 24hrs.***

Date:	Time Issued:	Time Expired:
Location:	Project Description:	
<b><i>Do Not Cut, Weld, or use open-flamed or spark-producing equipment without taking the following Precautions.</i></b>		
	YES	NO
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?		
Communication Methods to Contact Emergency Services: <input type="checkbox"/> Phone <input type="checkbox"/> Radio <input type="checkbox"/> Other _____		
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★ Fire watch assigned : <i>Print Name:</i> _____ <i>Signature:</i> _____ ★		
<b><i>Fire watch must continue to inspect work area a minimum of 30 minutes after Hot Work has ended.</i></b>		
Fire watch has Fire Extinguisher?		
Are Sprinklers, where provided, in service?		
Smoke detectors de-energized (does coverage need to be coordinated with Fire Department)?		
Combustibles within 35 feet relocated or covered?		
Floor openings below work area covered or Fire Watch posted below?		
Wall openings within 20 ft. sealed, or Fire Watch assigned to monitor?		
Hidden areas where heat can be conducted causing combustibles to burn or smolder have been addressed?		
Drains within 20 ft. of spark producing work covered?		
Vent intakes or returns within 20 ft. closed or blocked off?		
Indoor welding or torch cutting has local exhaust ventilation in place?		
Portable containers with flammables relocated 35 ft.?		
Welding screens, curtains or heat shielding in place?		
Proper welding hood or goggles for workers exposed to welding arc are in use?		
Are combustible gases a possible Hazard in this work area? <input type="checkbox"/> YES <input type="checkbox"/> NO		
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. <b>Combustible gas detector Reading prior to work:</b> _____ <b>Time:</b> _____ <b>Detector Cal. Date:</b> _____		
Is the work area considered a Confined Space? <b>(If Yes – Confined Space Permit is Required. If Unsure- Contact EH&amp;S (Ext.#2595))</b>		
For Contractors: _____ <i>(Company Name)</i>	College Project Manager you are reporting to? _____ <i>(Name)</i> <i>(Phone)</i>	
★ <b>Hot Work Supervisor:</b> Person conducting the Hot Work (i.e. welder) _____ <i>(Print Name)</i> <i>(Signature)</i> <i>(Phone)</i> ★		

***Hot Work Sign (See Reverse)***



Must Post at Hot Work Site



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*Reminder: Once Hot Work procedures have ended this permit must be returned to a College Supervisor or College Project Manager and a copy of the permit sent to Environmental Health and Safety within 24hrs.*

*Hot Work Permit  
(See Reverse)*

