

**Morehead State University
Hot Work Permit**

Date(s) work is being performed: _____ Time(s): _____

Building: _____

Area in Building: _____

Supervisor: _____ Operator: _____

Supervisor Checklist:

- All individuals involved in the hot work operations, including contractors, are familiar with the provisions of this policy.
- Employees must be trained in the safe operation of their equipment and the safe use of the process including personal protective equipment
- Employees must be aware of the inherent risks involved and understand the emergency procedures in the event of a fire.
- Ensure that hot work equipment used is in satisfactory operating condition and good repair.
- Advise all contractors about site-specific flammable materials, hazardous processes or other potential fire hazards.

*List these here: _____

All combustibles must be protected from ignition by the following means:

- Work will be performed in area free from combustibles
- If the work cannot be in area free of combustibles, ensure they are either:
 - moved to a safe distance (at least 35 ft)
 - combustibles properly shielded against ignition with metal or fire retardant guards or curtains
 - Openings and or cracks shielded
- Ensure hot work is scheduled such that operations that could expose combustibles to ignition are not started during hot work operations
- If these condition cannot be met, state how work shall be performed:

- Ensure sprinkler head is wrapped and protected if hot work is done in close proximity.
- Ensure that fire protection and extinguishing equipment are properly located at the site.
- See that the fire watch is available at the site and inform necessary parties:

Check with building supervisor

- Notify Public Safety/dispatch (3-2035)
- Notify Derek Lewis (606-783-9022 or Holly Niehoff (606-783-2179) at Office of Environmental Health & Safety.
- Where a fire watch is not required, the hot work supervisor shall make a final checkup ½ hour after the completion of hot work operations to detect and extinguish possible smoldering fires.

****The Hot Work Supervisor must deliver or email a copy of this completed form to Derek Lewis drlewis1@moreheadstate.edu at the Office of Environmental Health & Safety, Combs Bldg. Room 113, Morehead, KY 40351.**