



EAST TENNESSEE STATE
UNIVERSITY

Hot Work Permit

Policy Name: Hot Work Permit Policy

Policy Purpose

This policy specifies the program and procedures implemented to control the risk of fire hazards on campus resulting from Hot Work maintenance and construction activities that have the potential to produce open flames, sparks or significant heat.

Applicability

This policy applies to all ETSU employees, students, visitors, and third-party vendors.

Responsible Official, Office, and Interpretation

The Director of Environmental Health and Safety is responsible for the review and revision of this policy. For questions about this policy, please contact the ETSU Office of Environmental Health and Safety. The Associate Vice President for Facilities Management in consultation with the Office of University Counsel, has the final authority to interpret this policy.

Defined Terms

A defined term has a specific meaning within the context of this policy.

Hot Work

Work activities that have the potential to produce flames, sparks or significant heat. Hot Work also includes any activity that could generate sufficient smoke or heat to activate a fire alarm detection system. These activities include cutting, welding, thermite welding, brazing, soldering, grinding, thermal spraying, thawing pipe, installation of torch-applied roof systems, or any other similar activity.

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East Tennessee State University (ETSU or University) controls the risk of Hot Work fire hazards by requiring prior approval for any maintenance or construction work activity having the potential to produce open flames, sparks or significant heat.

ETSU Facilities Management, Office of Environmental Health and Safety (EHS) has established [written procedures and a permit system](#) incorporating the National Fire Protection Association Standard for Fire Prevention During Welding, Cutting, and Other Hot Work (NFPA 51B) for the purpose of recognizing, evaluating and controlling Hot Work hazards on campus.

No ETSU employee, outside contractor or subcontractor shall perform any Hot Work at any ETSU facility or property unless a Hot Work permit is first obtained from EHS.

This program does not apply to designated areas that have been equipped for such operations (e.g., Facilities Management maintenance shops).

Procedures

[Hot Work Written Procedures and Permit Form.](#)

Applicable Forms and Websites

[National Fire Protection Association \(NFPA\) 51B](#)

[Occupational Safety and Health Administration \(OSHA\) 1910.252](#)

[OSHA 1926.352](#)

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Authority and Revisions

Authority: The Focus Act, TCA § 49-8-203, et seq; National Fire Protection Association (NFPA) 51B, Occupational Safety and Health Administration (OSHA) 1910.252, and OSHA 1926.352

Previous Policy: 700.5 Hot Work Permit Policy (2014)

The ETSU Board of Trustees is charged with policy making pursuant to TCA § 49-8-203, et seq. On March 24, 2017, the Board delegated its authority to ETSU's President to establish certain policies and procedures for educational program and other operations of the University, including this policy. The delegation of authority and required process for revision to this policy can be found on the [Policy Development and Rule Making Policy webpage](#).

To suggest a revision to this policy, please contact the responsible official indicated in this policy. Before a substantive change to the policy section may take effect, the requested changes must be: (1) approved by the responsible office; (2) reviewed by the Office of University Counsel for legal sufficiency; (3) posted for public comment; (4) approved by either Academic Council or University Council; and (5) approved by ETSU's President.