Williams College Hot Works Program

All Williams College employees, and all contractors performing hot work on Williams College property, are expected to abide by the Williams College Hot Works Program created in accordance with the MA Dept. of Fire Services regulations. This program applies whenever any work is done on campus that generates heat, sparks, or open flame (including, but not limited to, using a heat gun, torch, welder, or grinding wheel in such a way that sparks or heat are created).

I. Only personnel who have received a Hot Work Certification # through a training course approved by the Massachusetts State Fire Marshal shall be allowed to do any hot work at Williams College.
   A. Personnel required to have a Hot Works Certification # include:
      1. Anyone who performs hot work
      2. Anyone who serves as a “Permit Authorizing Individual” to perform, supervise, or delegate hot work
      3. Anyone who performs as a fire watch, except for fire department fire details
      4. Anyone who needs a permit from the local fire department to conduct such work.
   B. A copy of the current certification card shall be provided to the Facilities Office of Safety & Environmental Compliance when personnel initially obtain a Hot Works Permit, prior to the commencement of any hot work.
      1. If the Facilities Office of Safety & Environmental Compliance confirms that there is already a copy of this certification card on file, then a copy does not have to be provided for that individual again.

II. Anyone doing hot work must first obtain a Williams College Hot Works Permit, for each day that the hot work is done. Each permit is only good for 1 day, and for 1 specific location.
   A. If the location of the work changes, even within the same building, then a new permit must be obtained for the new location.

III. Williams College employees who engage in hot work, shall have an appropriately-trained Supervisor, Foreman, or Manager within their group serve as the “Permit Authorizing Individual (PAI)”. The person doing the hot work may not function as either the PAI or the Fire Watch. However a PAI is allowed to also serve as the Fire Watch.
   A. The Top (white) Sheet of the Completed Hot Works Permit shall be kept at the work site in a safe location where it cannot catch fire, and shall be returned to the Facilities Office of Safety & Environmental Compliance once the Fire Watch is complete.
      1. A Fire Watch must be maintained for a minimum of 60-minutes after completion of work (120-minute minimum after the completion of any torch-applied roof work).

IV. Contractors working directly for Williams College employees, shall have an appropriately-trained and certified Supervisor, Foreman, or Manager from Williams College serve as the “Permit Authorizing Individual.”
   A. (Same requirement as in III. A. applies).

V. The G.C. or OPM on construction sites shall administer the Hot Works program on their site, and will be responsible for obtaining all permits, designating someone to verify the safety of the jobsite for hot work as the “Permit Authorizing Individual” prior to the commencement of any hot work on-site, and for coordinating the Fire Watch.
   A. (Same requirement as in III. A. applies).

VI. The worksite must be made safe per all requirements specifically listed on the Hot Works Permit.
   A. See “Appendix A” of this Policy, to view a copy of the Hot Works Permit.

VII. The only time that a Hot Works Permit is not required for hot work, is when the hot work is done strictly within the confines of a “Designated Area”. A “Designated Area” is a specific location on-campus that has been pre-approved for hot work by the Williamstown Fire Chief, is kept clean to the standards required for doing all hot work, and is also subject to a recurring Annual Inspection by the Williamstown Fire Chief.
A list of the Designated Areas at Williams College is kept on-file within the Facilities Office of Safety & Environmental Compliance.

VIII. A Hot Works Permit must also be obtained from the Williamstown Fire Department (located at 34 Water Street) for each project that has been issued a building permit, prior to the commencement of hot work. Consult with the Williamstown Fire Chief for details on the duration of their Permit, and the associated Fee.
   A. The Facilities Office of Safety & Environmental Compliance must be given a copy of the permit from the Williamstown Fire Department.
   B. Hot Works permits will not be issued from the Facilities S&EC office, until a copy of the Hot Works Permit from the Fire Department is on file in the Facilities S&EC office.

IX. Any work done outside using a heat source for paint removal, roof repairs, etc. requires a hot work permit from the Williamstown Fire Department, in conjunction with the College hot works permit.
   A. The Facilities Office of Safety and Environmental Compliance will assist with securing any such hot work permits, provided sufficient prior notification from the contractor(s) involved.
Williams College
Hot Works Permit

General Information:
Contractor or Shop Name: ___________________________________________ Hot Work Date: _________________

Permit Authorizing Individual: ________________________________________ Certification #: __________________
Person Performing Hot Work: ________________________________________ Certification #: __________________
Person Performing Fire Watch: _______________________________________ Certification #: __________________
Building: _________________________ Address: _________________________ Room#:_________________________
Purpose of hot work: ________________________________________________ Equipment to be worked on: ______________________________________

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Yes N/A
____  ____ A 10lb ABC fire extinguisher is available and on site.
____  ____ Fire watch is trained to use fire extinguisher and in sounding alarm.
____  ____ Smoke detectors removed from hot works area by Williams College staff to prevent accidental activation.
____  ____ Notify Williams College Safety & Security by phone that hot work will be taking place. (413-597-4444)

Requirements within 35 feet of hot work:
____  ____ Combustible materials, flammable liquids, dust, lint, and deposits are removed from hot works area.
____  ____ Explosive atmosphere does not exist in the hot work area.
____  ____ Floors are swept clean and all combustible materials have been removed from the area.
____  ____ Combustible floors have been wet down and covered with damp sand or fire resistive sheets.
____  ____ Areas around hot works are protected with fire resistive tarpaulins or metal shields.
____  ____ All wall and floor openings are covered with fire resistive tarpaulins or metal shields.
____  ____ Fire-resistive tarpaulins are removed beneath work when working above combustible materials.
____  ____ Ducts that will carry sparks to combustible material are covered, protected or shut down.
____  ____ All workers know where the nearest fire alarm pull station and emergency exits are located.

After hot work checklist:
____  ____ Hot work finish time: _____________________
____  ____ Fire watch must be provided for 60 minutes after hot work. (120 min after torch roof work)
____  ____ Williams College staff have restored fire alarm smoke detectors.
____  ____ Return completed permit to Williams College, Office of Safety & Environmental Compliance.
____  ____ Notify Williams College Safety & Security by phone that hot work is complete. (413-597-4444)

Activate building fire alarm and call 911 in the event of fire.
Campus emergency call boxes are also available for emergency notification

Permit Prepared By: _________________________________________ Phone #: ______________________________
Permit Issued By: ___________________________________________ (Williams College Representative)

<table>
<thead>
<tr>
<th>Contact Numbers</th>
<th>Office Phone</th>
<th>Cell Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Frank Pekarski</td>
<td>413-597-2406</td>
<td>413-441-2808</td>
</tr>
<tr>
<td>Paul Ethier</td>
<td>413-597-3967</td>
<td>413-822-1731</td>
</tr>
<tr>
<td>Heather Main</td>
<td>413-597-3003</td>
<td>413-464-4702</td>
</tr>
<tr>
<td>Kory Richardson</td>
<td>413-597-4110</td>
<td>413-884-5888</td>
</tr>
</tbody>
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Williams College Safety & Security 413-597-4444