

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. 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.

Appendix A

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: _____

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 oily 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 suspended beneath work when working above combustible materials.
- _____ Ducts that will carry sparks to distant 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)

Contact Numbers	Office Phone	Cell Phone
Frank Pekarski	413-597-2406	413-441-2808
Paul Ethier	413-597-3967	413-822-1731
Heather Main	413-597-3003	413-464-4702
Kory Richardson	413-597-4110	413-884-5888