



OFFICE OF THE FIRE MARSHAL

Department of Environmental Health & Safety
505 Ramapo Valley Road, Mahwah, NJ 07430
TEL: (201) 684-6252 EMAIL: firecom@ramapo.edu
www.ramapo.edu/ehs/fire-safety

Hot Work Policy

Purpose

To provide direction on safe hot work practices throughout campus.

To Whom Does the Policy Apply

Ramapo College community

Related Documents

- New Jersey Fire Code N.J.A.C. 5:70-3, Section 3501
- OSHA 1910.252 Subpart Q

Contacts

College Fire Marshal (201).684.6252

Enforcement of Policy

The policy will be enforced by the College Fire Marshal and the Office of Public Safety. The Division of Fire Safety will enforce applicable provisions of the New Jersey State Fire Code.

Background

The New Jersey Division of Fire Safety is the Authority Having Jurisdiction (AHJ) over all New Jersey State Colleges and Universities.

Procedure

Hot Work may include but is not limited to any work that involves:

- Welding
- Cutting
- Grinding
- Brazing
- Torching
- Soldering
- Any other similar activity

**RCNJ Fire Marshal obtains annual Hot Work Permit from the NJ Division of Fire Safety for Designated Areas*



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What's Not Covered

The following operations do not require a hot work permit:

- Fixed Grinding Wheels
- Electric Soldering Irons
- Heat Guns
- Matches / Lighters
- Lab related activities including:
 - Bunsen Burners
 - Hot Plates
 - Propane/Butane Torches (handheld)
- Other College Policies
 - Candle and Incense Policy
 - Sterno Use Policy
 - Barbecue Policy
 - Bonfire Policy

Hot Work Procedures

- The Hot Work Program is administered by the RCNJ Fire Marshal ("*approved responsible person*" required per NJ UFC).
- All Hot Work requires approval from the RCNJ Fire Marshal.
- This is required whether the Hot Work is being conducted in house or by an outside contractor.
- If Hot Work is being conducted in a confined space, then all confined space procedures shall be followed.

RCNJ Hot Work Procedures are divided into three categories:

- Designated Area Procedures
- Controlled Area Procedures
- Contractor Procedures

1. Designated Area Procedures

- A Designated Hot Work Area is a permanent location designed or approved for hot work operations to be performed regularly.
- For a space to be classified as a designated hot work area, it must meet the following requirements:
 - It must be of noncombustible fire-resistive construction, essentially free of combustible and flammable contents
 - It must be suitably segregated from adjacent areas
 - It must be equipped with an appropriate fire extinguisher
 - It must be inspected and approved by the RCNJ Fire Marshal
 - Supervisor of Designated Area must make **NOTIFICATION** to the RCNJ Fire Marshal 24 hours before any hot work will be performed using the Hot Work Permit form.
- Designated Areas Include:
 - 1) Sculpture Studio – metal shop, furnace, and kiln
 - 2) Berrie Center – loading dock ramp
 - 3) Facilities Garage – outside areas



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2. Controlled Area Procedures

- A Controlled Area is where safe conditions for hot work EXIST or where safe conditions CAN BE CREATED by moving or protecting combustibles.
- 48 hours prior to commencing hot work, the employee will submit a Hot Work Permit Application. **Hot work shall not commence without approval.**
- **If dust, fumes, or heat may activate any part of a fire protection system, the operator must advise the Fire Marshal. The Fire Marshal may approve an impairment of a fire protection system. No interference with the systems may be made prior to approval from the Fire Marshal.**
- When possible, move the work to a location free from combustibles.
- If work cannot be moved, all combustibles shall be relocated at least 35 ft. in all directions from the work site.
- If relocation is impractical, combustibles shall be protected by a listed or approved shielding such as a welding curtain, welding blanket, welding pad, or equivalent.

If any of these conditions cannot be met, then hot work must not be performed, or a fire watch is required.

3. Contractor Procedures

- ALL outside contractors are required to obtain a hot work permit prior to commencing work on campus. The RCNJ Fire Marshal will make the determination whether an internal permit can be permitted under the Colleges annual DFS permit, or if a new DFS permit is required for the scope of the project.
- 1 week prior to commencing hot work, the contractor will submit a Hot Work Permit Application. **Hot work shall not commence without approval.**
- **If dust, fumes, or heat may activate any part of a fire protection system, the operator must advise the Fire Marshal of this. The Fire Marshal may approve the temporary covering of a detector or impairment of a fire protection system. No interference with the systems may be made prior to approval from the Fire Marshal.**
- When possible, move the work to a location free from combustibles.
- If work cannot be moved, all combustibles shall be relocated at least 35 ft. in all directions from the work site.
- If relocation is impractical, combustibles shall be protected by a listed or approved shielding such as a welding curtain, welding blanket, welding pad, or equivalent.

If any of these conditions cannot be met, then hot work must not be performed, or a fire watch is required.

4. Fire Watch

- A fire watch shall be provided during hot work activities and shall continue for not less than 30 minutes after the conclusion of the work.
 - May be extended by the RCNJ Fire Marshal.
 - *Exception: Where the hot work area has no fire hazards or combustible exposures (Designated and Controlled Areas)*
- At least 1 person must be designated for fire watch of the area during time period of hot work.
- At least 1 A-B-C fire extinguisher must be within 30 feet of the work area.
- Hot work operators and individuals responsible for fire watch shall be trained in the use of portable fire extinguishers.



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- Must have a readily accessible means of contacting the fire department.

