I. Title

Policy on Hot Work as Performed by the Theater Department

II. Policy Statement

In an effort to prevent fires and maintain the safety within our theater work areas, this policy has been developed to allow staff members and students to mitigate the hazards involved in hot work.

III. Definition

Hot work is defined by the New Jersey Uniform Fire Code as “operations including cutting, welding, Thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipes, installation of torch-applied roof systems or any similar activity.” The Department of Fire Safety acknowledges that not all these tasks are performed by the Theater Department; however, hot work can generally be categorized as work that results in possible combustion through the use of heat generating bonding or separating methods (whether it be through the creation of heat through friction or chemical means).

IV. Procedure

The below outlined policy is to be followed when any member of the Theater Department, whether he/she be student, staff, or faculty, or a contractor thereof, performs or plans to perform hot work.

V. Objective

It is this document’s objective to minimize the number of fires that may be caused by such work and to provide the members of our campus community with a safe environment in which to work, study, and otherwise inhabit.
VI. Scope

This procedure applies to all students, staff, faculty, and contractors of the Theater Department, when engaged in or planning to engage in performing hot work in the buildings and grounds of Montclair State University.

VII. Prior to Engaging in Hot Work

Individuals who plan to engage in hot work and who are appointed by the Theater Department to issue Hot Work Permits shall be responsible for ensuring that they receive the following training at least annually:

- Training in the use of portable fire extinguishers
- **The University’s Fire Evacuation Plan**
- Fire Watch Procedures
- **Managing Hot Work Using FM Global’s Hot Work Permit System**

Prior to performing hot work operations, individuals who intend to engage in hot work should make note of the following requirements from the New Jersey Uniform Fire Code:

- Hot work areas shall not contain combustible materials.
- Openings in walls, ducts, etc. must be tightly covered to prevent the passage of sparks or shielded by metal fire resistant guards or curtains to prevent the passage of sparks.
- Floors shall be kept clean within the hot work area and shall be made of non-combustible materials.

Individuals planning to engage in hot work must contact the Department of Fire Safety, at ferrarar@mail.montclair.edu, at least twenty-four (24) hours in advance of the planned hot work.

- When contacting the Department of Fire Safety, the following information shall be relayed:
  - The type of work to be performed.
  - The person to be conducting the hot work.
  - The location of said work.
  - The individual(s) charged with the fire watch.
  - The unique identifier number (located in red ink on the right side of page 1 of the hot work permit).
Appointed and trained members of the Theater Department staff shall conduct an onsite inspection of the hot work area:

- The area will be inspected for any hazards as specified in the New Jersey Uniform Fire Code, as listed on the previous page.

- Upon passing the inspection, the appointed individual will issue a hot work permit, which will expire after a reasonable length of time. Specific lengths of time will be determined by the individual, but will be based off of the extent of work, the type of work, other ongoing work in the area, and other pertinent factors.

- The appointed individual shall issue a Hot Work Permit, as required by the University’s insurance carrier. The Hot Work Permit shall be completed in accordance with FM Global’s guidelines and shall be complete with signatures of both the issuing party and the individual performing the work.

- **The appointed individual shall retain Part 1A and 2 of this form; however, they shall fax, scan and e-mail, or send by interdepartmental mail Part 1 to the Department of Fire Safety.** This stipulation shall not be done at the time that the appointed individual initially notifies the Department of Fire Safety of his/her planned work, as the form is to be completed immediately prior to the time in which the hot work is to be performed.
  - If faxing, please send to: Extension 7837.
  - If scanning and e-mailing, please send to: Ferrarar@mail.montclair.edu
  - If sending via interdepartmental mail, please send to:
    Robert Ferrara
    Fire Safety
    855 Valley Rd. St. 109

- After completing the hot work and additional requirements, as listed below, the individual performing the hot work shall forward Part 1 to the Department of Fire Safety, which will retain a copy of this form for one calendar year.

- The Department of Fire Safety retains the right to randomly inspect hot work areas and order all hot work to cease in the event that an unsafe condition is found.
VIII. While and After Engaging in Hot Work:

A Fire Watch is to be instituted during and after all hot work operations.

- A fire watch must be maintained by suitably trained and competent individuals.

- A fire watch will be provided during the hot work and for sixty (60) minutes thereafter.
  - This includes any break in activity (e.g. a lunch break).

- The hot work area shall be monitored for an additional three (3) hours after the initial fire watch has concluded (e.g. when hot work is completed, a fire watch shall remain for one hour and for three hours after that hour has ended, the area will continue to be monitored.)