

VANDERBILT UNIVERSITY MEDICAL CENTER PLANNING | DESIGN | CONSTRUCTION

POLICIES AND PROCEDURES

SUBJECT: HOT WORK AND BURN PERMITS POLICY AND PROCEDURES

POLICY #: PDC-002

EFFECTIVE DATE: DECEMBER 28, 2006

Revised Date: 25 JUNE 2019

POLICY

No contractor, subcontractor or vendor will perform any Hot Work (brazing, welding, or cutting with portable gas or arc equipment) on VUMC construction, renovation or repair projects without the prior authorization and issuance of a VUMC burn permit ("Permit For Cutting and Welding with Portable Gas or Arc Equipment"). In addition to this policy, all Hot Work shall be performed in accordance with all applicable OSHA and NFPA regulations for cutting and welding.

PROCEDURE

To provide a comprehensive means of controlling Hot Work (welding or cutting with portable gas or arc equipment) to ensure that all work of this type is done in a manner that is safe to those persons performing the work, Medical Center employees and the Medical Center facilities.

I. Specific Information

- A. The contractor or contractor's agent wishing to perform Hot Work inside, above the roof level or adjacent to any building or structure associated with the Vanderbilt University Medical Center is required to request a burn permit ("VUMC Permit for Cutting and Welding with Portable Gas or Arc Equipment"). **This permit must be requested a minimum of 48 hours prior to the start of any hot work.**
- B. The request for a burn permit must be submitted to the appropriate Planning | Design | Construction (PDC) coordinator who is assigned to that project.
- C. Prior to the request for the burn permit, the contractor should inspect the site to gather the following information:
 - i. Type of burning. (Examples: acetylene cutting for demo of steel beams, electric welding of steam piping...)
 - ii. Specific location of burning. (Building, room number...)
 - iii. Start and stop times of the burning.
 - iv. Will any building life-safety systems such as fire alarm or fire sprinkler systems be affected by the hot work?
 - v. Could any building occupants or visitors be affected by the sparks, flash, smoke or odors caused by the Hot Work?

- vi. What methods will be utilized to protect workers and building occupants from the sparks, flash, smoke or odors caused by the Hot Work?

- D. Depending on the logistics associated with the proposed Hot Work, the PDC construction coordinator may require a scheduled on-site meeting with the contractor's authorized representative to discuss the items listed in Section I.C. and to discuss any issues pertaining to any smoke detectors located in proximity to the proposed Hot Work with the VUMC Plant Services SER Shop. This "authorized representative" is the competent person who is responsible for the continuous monitoring and final completion of this work.

- E. After all logistical issues have been resolved the contractor's authorized representative will fill-out and sign the burn permit in triplicate. The authorized representative then will submit the burn permit to the VUMC construction coordinator for his signature.

- F. Please note that the burn permit is not authorized and no burning will begin until the PDC construction coordinator has signed the permit and returned a copy of the permit to the contractor's authorized representative.

- G. The contractor is responsible for posting the copy of the burn permit in close proximity to the location where the burning will occur.

- H. The PDC construction coordinator will distribute the other copies of the burn permit to the VUMC Facilities Management and Environmental Health and Safety Departments.

- I. The contractor's authorized representative is responsible for insuring the checklist and safety measures addressed on the burn permit is checked before, during and after the burning process each day to insure the safety to all potential parties affected by this work. This checklist must be checked-off and initialed each day by the person who is responsible for the Hot Work.

- J. The contractor is responsible for checking-out a Facilities Management two-way radio from the VUMC DELTA Office to keep on-hand for any emergencies during the burning process.

- K. If the safety measures outlined on the burn permit are not being adhered to, it is the responsibility of all contractors, PDC staff, Facilities Management staff, Environmental Health and Safety staff or any VUMC Management to stop the work immediately and report the non-compliance to the PDC construction coordinator.

- L. Upon completion of the Hot Work for the week in which the burn permit is issued, it is the responsibility of the contractor to return the completed yellow copy of the burn permit to the PDC construction coordinator.
- M. It is the responsibility of each person authorized to sign these permits to notify the VUMC Environmental Health and Safety Department when the welding or cutting of special metals such as stainless steel will be performed.
- N. Fill-in permits shall be sent from the office of Planning | Design | Construction upon request.