

WRIGHT STATE UNIVERSITY

PHYSICAL PLANT

Policy Concerning:

- **HOT WORK PERMITS**
- **FIRE PROTECTION SYSTEM IMPAIRMENTS**
- **OTHER UTILITY SYSTEM IMPAIRMENTS**

Effective February 16, 2016

What: Wright State University has developed a permit/notification system that will be utilized every time there is any work done on university property that involves: hot work that could cause a fire (ex: welding, burning, grinding, soldering, etc); ANY impairment of the full functionality of our building fire protection and alarm systems; and any impairment or disruption of our general campus utilities.

Policy responsibilities: This policy is created and issued under the authority of the Physical Plant Department. The Physical Plant Casualty Prevention group, with oversight from the Plant Operations and Maintenance Manager, the Physical Plant Associate Director and the Physical Plant Director, will administer and enforce this policy.

Why the policy is required: Wright State University desires to maintain a safe environment for all students, faculty and staff at all times. Wright State will comply with all applicable Federal, State and local code requirements.

HOT WORK PERMITS

Any time that a WSU employee or contractor conducts a work task that requires the utilization of an applied heating source or conducts work such that fire, sparks and other high temperature is created.....the potential for creating a fire is increased. These tasks include, but are not limited to: using a torch, welding of any type, grinding and soldering.

Procedure:

- The responsible party that is performing the work must complete a Hot Work permit.
- This form will identify the specific hazard, the location and duration of the work
- The Hot Work permit can be downloaded from the Physical Plant website
- The completed permit must be delivered to the Physical Plant Customer Service Center in the basement of Allyn Hall
- Allow 3 days for the permit to be processed and approved
- Questions can be directed to the Casualty Prevention Supervisor on 775-4560 or the Plant Operations and Maintenance Manager on 775-2307
- EVERY Hot Work Permit requires the assignment of a dedicated fire watch person during the entire time that the hazardous work is being performed. The fire watch person will not have any other concurrent responsibilities. The fire watch person must be familiar with pull station locations and must have a fire extinguisher and a cell phone to contact the WSU police dispatch.
- The fire watch must extend at least 30 minutes past the completion of the work.
- The approved hot work permit will be electronically distributed by Casualty Prevention to the following groups prior to the work: local Fire Department, Physical Plant, Engineering and Construction, Environmental Health and Safety, WSU Police, WSU Cats, Emergency Management, WSU insurance provider.
- Any work within a building that requires a HOT Work permit, shall also have a corresponding Impairment form appropriately approved in order to impair the fire protection system during this work. WSU strives to appropriately minimize false alarms and building evacuations.
- Each Hot Work permit is valid for no more than 24 hours.

FIRE PROTECTION SYSTEM IMPAIRMENTS

Any time that a WSU employee or contractor conducts a work task that requires the impairment of the fire protection/alarm or fire suppression systems, per Ohio Fire Code 901.7, WSU will issue an impairment permit and a fire watch must be conducted. WSU will work within all applicable code requirements and will strive to minimize any false alarms and building evacuations.

Procedure:

- The responsible party that is performing the work must complete an Impairment permit.
- This form will identify the specific hazard, the location and duration of the work
- The Impairment permit can be downloaded from the Physical Plant website
- The completed permit must be delivered to the Physical Plant Customer Service Center in the basement of Allyn Hall
- Allow 3 days for the permit to be processed and approved
- Questions can be directed to the Casualty Prevention Supervisor on 775-4560 or the Plant Operations and Maintenance Manager on 775-2307
- EVERY Impairment Permit requires the assignment of a dedicated fire watch person during the entire time that the fire protection system impairment is in place. The fire watch person will not have any other concurrent responsibilities. The fire watch person must be familiar with pull station locations and must have a cell phone to contact the WSU police dispatch.
- At the discretion of the Physical Plant Casualty Prevention group, the impairment may consist of either disabling specific points within the protection system or bypassing the audible and visual alarms in an entire building. If specific points are disabled, the fire watch will be confined to that specific area. If all of the audible/visual alarms are bypassed in an entire building, the fire watch will encompass the entire building.
- The fire watch person(s) will typically be supplied by the group performing the work and requesting the impairment.
- The approved impairment permit will be electronically distributed by Casualty Prevention to the following groups prior to the impairment: local Fire Department, Physical Plant, Engineering and Construction, Environmental Health and Safety, WSU Police, WSU Cats, Emergency Management, WSU insurance provider.
- Each Impairment permit is valid for no more than one week.

OTHER UTILITY SYSTEM IMPAIRMENTS

Any time that a WSU employee or contractor causes the shutdown, interruption or impairment of a utility system on university property, an impairment permit must be obtained. These systems include but are not limited to: electricity, natural gas, domestic water, data/phone, etc. WSU desires to limit, manage and control these interruptions so as to maintain business continuity, ensure campus safety and reduce liability.

Procedure:

- The responsible party that is performing the work must complete an Impairment permit.
- This form will identify the specific hazard, the location and duration of the work
- The Impairment permit can be downloaded from the Physical Plant website
- The completed permit must be delivered to the Physical Plant Customer Service Center in the basement of Allyn Hall
- Allow 3 days for the permit to be processed and approved
- Questions can be directed to the Casualty Prevention Supervisor on 775-4560 or the Plant Operations and Maintenance Manager on 775-2307
- Utility outages of this type must be planned with the prior coordination of: Physical Plant, Engineering and Construction, Cats and the customers in the affected area.
- The approved impairment permit will be electronically distributed by Casualty Prevention to the following groups prior to the impairment: local Fire Department, Physical Plant, Engineering and Construction, Environmental Health and Safety, WSU Police, WSU Cats, Emergency Management, WSU insurance provider.
- Each Impairment permit is valid for no more than one week.