



**APPROVED**

Via Referendum

Administration Council 31 May 2016

## **GUIDELINES ON THE REGULATION OF HOT WORK ACTIVITIES**

### **RATIONALE**

Various entities in the University conduct activities that can be a source of ignition or a fire hazard, such as, welding, cutting, brazing, soldering, or theatrical productions. These are referred to as hot work activities.

Because of the potential risks to life, limb and property, hot work activities need to be regulated.

These guidelines are promulgated to communicate policies and procedures on hot work activities.

### **PRINCIPLES**

1. De La Salle University puts paramount importance to the preservation of life and limb over all others.
2. Certain offices are mandated to regulate and monitor potentially hazardous activities conducted inside the University in the exercise of its stewardship functions.
3. The University commits compliance with environmental rules, regulations and best practices.

### **POLICIES**

4. A Hot Work Permit shall be secured by any individual, office, contractor, organization, or any entity for any activity which may be classified as hot work. The Hot Work Permit shall be issued by the University Safety Office. The Hot Work Permit shall be conspicuously displayed at the hot work location.
5. Representatives from the Security Office, the University Safety Office, the Office of the Vice Chancellor for Administration, the Office of the AVC for Facilities Management and the offices under it may ask hot work activities being conducted in the University without the necessary Hot Work Permit, regardless of duration, to be discontinued immediately. These instances should immediately be reported to the University Safety Office.
6. In issuing the Hot Work Permit, the University Safety Office may prescribe the use of additional or alternative equipment and tools for the activity, with the objective of eliminating or mitigating the risks involved in the activity.
7. The University Safety Office shall assign a Fire Watch Officer (FWO), whenever necessary, from its personnel or those from the Security Office, before, during and after the hot work activity.
8. Violations of the conditions in the Hot Work Permit may be basis for non-issuance of permit for subsequent applications and/or recommendation for non-engagement with the contractor.
9. Electrical connections and supply for hot work activities requiring such shall be provided exclusively by the Mechanical and Electrical Works Office (MEWO).



10. In consonance with the Fire Code of the Philippines (Rule 10, Division 17), the following are adopted in the University:
  - 10.1 The 11-meter rule shall be followed at all times. No combustibles (e.g. paper clippings, wood shavings, textile fiber), and/or hazardous materials should be located within a radius of 11 meters from the location of the hot work activity. If the relocation is impractical, combustibles and other hazards (e.g. combustible floors; openings or cracks in walls, floors, or ducts; conveyor systems that might carry sparks to distant combustibles) shall be protected with fire-retardant materials (covers, guards or curtains) or via other precautionary measures.
  - 10.2 If the hot work activity is set to be done near a sprinkler head, a wet rag shall be used to cover the head and will be removed after the hot work activity is done to prevent a premature activation of the sprinkler system. Disabling the fire alarm system may only be done by authorized personnel from the Mechanical and Electrical Works (MEWO).
  - 10.3 Hot work activity will not be allowed in extra-hazardous locations such as (a) near walls, partitions, or ceilings which have combustible coverings or insulations, (b) on walls or partitions of combustibles sandwich-type panel construction, or (c) on pipes or metals in contact with combustible walls, partitions, ceilings, roofs.
  - 10.4 Hot Work in confined spaces shall be adequately ventilated to prevent the accumulation of toxic materials and/or oxygen deficiency.
  - 10.5 A fully charged hose line and at least one (1) fire extinguisher appropriate for the type of fire that may arise shall be made available at the hot work location.
  - 10.6 For Hot Work Permits valid for more than one date, an inspection of at least once per day shall be made at the location of the hot work.
  - 10.7 The cost of damages caused by the hot work activity shall be for the account of the party who requested for the Hot Work Permit.

## **PROCEDURES**

11. Applications for Hot Work Permit must be submitted to the University Safety Office at least two (2) working days prior to the date of the hot work activity.

Approved by the Administration Council via referendum on 31 May 2016, for implementation effective 06 June 2016.