

# Pittsburg State University

<b>Work Instruction: Welding, Cutting, and Brazing</b>	<b>PSU-0003</b>	<b>Rev. No. 02</b>
--	-----------------	--------------------

## **Welding, Cutting, and Brazing**

**I. PURPOSE:** To establish safe work practices during Welding, Cutting, and Brazing operations.

**II. SCOPE:** Affects all university employees and outside contractors who perform Welding, Cutting, and/or Brazing operations.

**III. DEFINITIONS:**

**Designated Area:** An area where Welding, Cutting, and or Brazing is authorized.

**Hot Work Permit:** A special permit issued by the Campus Environmental Officer or Designee which authorizes specific Welding, Cutting, and Brazing activities at a specific location and time. (See Appendix A).

**Welder/Welder Operator:** Any operator of electric or gas welding and cutting equipment.

**Fire Watch:** Trained personnel who are in attendance during the entire Welding and Cutting operation and are immediately available to extinguish a fire or take other effective action if necessary.

**IV. RESPONSIBILITIES:**

**Departments/Contractors:** To ensure that the provisions of this policy are understood and practiced by their employees. Specifically, the department/contractors shall:

1. Determine if the work will be done in an area which contains or has the potential to contain combustibles or other hazardous materials.
2. Protect the combustibles in the area of operation using one of the following measures:
  - a. moving the work area to an area free of combustibles
  - b. moving or shielding the combustibles
  - c. scheduling the work during a time when the combustibles are not likely to be in the area.
3. Obtain a Hot Work Permit from the Campus Environmental Officer or Designee for any work that is to be performed outside of a designated area.

*This document is maintained on electronic media. The current revision is located on the P.S.U. website at [www.pittstate.edu](http://www.pittstate.edu) It is the responsibility of the user to ensure that any paper copies are of the latest revision.*

4. Ensure that workers are provided with and using proper safety equipment, including personal protective equipment and fire extinguishing equipment.
5. Designate a Fire Watch when required.
6. Ensure that the work area is given a final inspection one-half hour after job completion to locate and extinguish possible hot spots or fires.

**Campus Environmental Officer or Designee**

1. Review and approve, in coordination with a departmental representative, locations approved for welding and cutting activities (Designated Areas).
2. Maintain a list of Designated Areas and authorized Designee's
3. Inspect designated areas to be sure that conditions have not become unsafe for welding and/or cutting.
4. Issue "Hot Work Permits" for work being done outside of the Designated Areas, after the area has been inspected and approved.
5. Provide training for fire watches, and ensure that the proper firefighting equipment is in working condition, and is available to standby personnel.
6. Suspend welding and cutting work if conditions become unsafe for the work being performed.

**Fire Watch**

1. Be qualified in the use of appropriate firefighting equipment and be aware of university emergency procedures in the event of a fire.
2. Immediately correct or stop any conditions which may lead to a fire and report conditions to their Supervisor and Campus Environmental Officer.
3. Monitor the welding and cutting work on both sides of the wall or floor and be on the alert for signs of a fire.
4. Attempt to extinguish fires appropriate to the available equipment and your level of training.
5. Remain at the work site to monitor for smoldering fires while work is in progress

and for at least thirty (30) minutes following job completion. If the fire watch must leave the work site, all cutting and welding must stop.

### **Welders**

1. Read and understand this work instruction.
2. Check their equipment to ensure that it is in good working order.
3. Use appropriate safety equipment, including eye and face protection, hand protection, body protection, head protection, hearing protection and respiratory protection, as needed.
4. Obtain a “Hot Work Permit” for any non-designated areas.
5. Avoid welding or cutting operations where conditions **ARE NOT SAFE**.
6. Immediately report unsafe conditions to your Supervisor.
7. Stop work when conditions change from those set when work was approved. If fire watch must leave work site, operations must cease and the welder must remain at work site for thirty (30) minutes following job completion to monitor for fires.

## **V. PROCEDURES**

### **Work Areas**

1. **Designated Areas:** Cutting and welding are permitted at any time in designated areas if conditions are appropriate and proper safety precautions are taken. These areas will be inspected, approved, and recorded by Campus Environmental Officer.
2. **Permit Required Areas:** When welding or cutting work is to be done outside of a designated area, it is necessary to obtain a Hot Work Permit from the Campus Environmental Officer (or designee) before work can be started. Notification of job intent should be at least forty-eight (48) hours in advance. (Emergency’s posing a risk to life safety and/or properties which require immediate “Hot Work” activities may be authorized by the “Director of Building Trades and Landscape Maintenance” should the Campus Environmental Officer not be available).

**Special Procedures for Permit Required Areas:**

- a. Hot Work Permit: Area must be reviewed and inspected by the Campus Environmental Officer or Designee and precautions on permit must be complied with.
- b. Combustible materials: Combustible materials within thirty-five (35) feet of the work must be removed from the area or shielded with a fire resistant material. Edges of cover must be tight to floor and overlaps properly secured.
- c. Floors: Combustible materials on the floor (paper, wood shavings, etc.) must be swept clean for a radius of thirty-five (35) feet. Combustible floors may be kept wet or protected with fire resistant shields. Operators of electric arc welding equipment must be protected from the possibility of shock due to wet floors.
- d. Ducts: Ducts or systems that might carry sparks to distant combustibles shall be suitably protected or shut down.
- e. Combustible Walls: If walls, partitions, ceiling or roof are comprised of combustible material, fire-resistant shields shall be used.
- f. Noncombustible Walls: If cutting or welding is done on a metal wall, partition, ceiling or roof, precautions shall be taken to prevent ignition of nearby combustibles. Where combustibles cannot be relocated, a fire watch shall be positioned.
- g. Ventilation: Temporary local exhaust ventilation or other arrangements may be necessary to minimize or eliminate airborne contaminants.

**Special Conditions:**

- 1. **Work Stoppage**  
When work is stopped for an extended period of time, such as lunch breaks or overnight, the equipment must be shut down and secured to prevent accidental sparking.
- 2. **Welding or Cutting Containers**  
No cutting, welding, or other hot work is to be performed on used drums, barrels, tanks, or other containers that may have contained flammable materials, greases, tars, acids, or other materials which may produce flammable or toxic vapors when heated. Any pipe lines or connections to the vessel must be disconnected or blanked.

3.     **Venting and Purging**

All hollow spaces, cavities, or containers are to be vented to permit the escape of air or gases before preheating, cutting, or welding. Purging with inert gas is recommended.

4.     **Out-side Contractors**

Contractors shall perform all cutting and welding procedures in accordance with the policies and procedures set forth in the University’s Welding, Cutting, and Brazing work instruction. Copy will be on file within the university website for use by PSU Office of Planning, Design, and Construction.

**Personal Protective Equipment:**

Personal protective equipment for eyes, face, head, and extremities; protective clothing; respiratory devices, and protective shields and barriers, shall be used and maintained in a sanitary and reliable condition. Selection of appropriate devices should be made in conjunction with the Campus Environmental Officer.

1.     **Eye and Face Protection**

Safety glasses or goggles and face shields shall be worn by welders. Spectacles without side shields, with suitable filter lenses are permitted for use during gas welding operations on light work, for torch brazing or for inspection. Helpers and fire watch personnel shall wear eye and face protection as appropriate.

2.     **Head Protection**

Helmets which protect the face, neck, and ears from direct radiant energy shall be worn during all welding and cutting operations.

3.     **Protective Clothing**

The size, nature, and location of the welding or cutting operation will determine the extent of the leather protective clothing required. Except when engaged in light work, flame-proof gauntlet gloves shall be worn.

4.     **Other**

Hearing/respiratory protection may be required when performing overhead work or in confined spaces.

5.     **Protective Barrier**

In production work, a sheet metal screen should be provided in front of the welder’s legs to provide protection against sparks and molten metal.

Where work permits, the welder should be enclosed in an individual booth painted with a low reflectivity finish or enclosed with noncombustible screens.

**Pittsburg State University**

**Work Instruction: Welding, Cutting, and Brazing**

**PSU-0003**

**Rev. No. 02**

**INQUIRES/REQUEST:**

Campus Environmental Officer  
Pittsburg State University  
109 Hartman Hall  
Pittsburg, KS 66762  
Phone: (620) 235-4774  
Fax: (620) 235-4227

**RELATED FORMS:**

“Hot Work Permit” (See Appendix A.)

**RELATED DOCUMENTS:**

29 CFR 1910.252 “Welding, Cutting, and Brazing”

**Pittsburg State University**

**Work Instruction: Welding, Cutting, and Brazing**

**PSU-0003**

**Rev. No. 02**

**Appendix A  
HOT WORK PERMIT**

Department \_\_\_\_\_

Location \_\_\_\_\_

Contractor \_\_\_\_\_

Contractor Contact #: (\_\_\_\_) \_\_\_\_\_

Date of Inspection \_\_\_\_\_

Work area must be inspected by the Campus Environmental Officer or Designee before issuance of Hot Work Permit.

Describe source of ignition (e.g., acetylene torch, soldering, electric arc, etc.):

**GENERAL SAFETY**

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Welder, Fire Watch, and Supervisor familiar with Welding and Cutting Policy.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Welding and cutting equipment in good condition.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Workers fitted with appropriate safety equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Watch properly trained; knows location of appropriate firefighting equipment.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire Watch knows how to sound fire alarm.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire detection and/or sprinkler system in service.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Area within 35 feet of work properly swept.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles and flammables within 35 feet of work removed or
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustibles and flammables protected with appropriate shields.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Floor and wall openings covered.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pipe lines or connections disconnected or blanked

**WORK ON WALLS/CEILINGS**

Areas adjacent to walls\ceilings shall be inspected for combustibles, and Identified combustibles removed or protected appropriately.

**FIRE ALARM SYSTEM IMPAIRMENT**

Are there fire alarm devices in area that could be impacted from welding fumes or smoke? If yes, Campus Environmental Officer must be notified of any fire alarm impairments.

**APPROVALS AND AUTHORIZATION**

**NOTE: Upon Project/Fire Watch Closure, Record Date/Time & Return Completed Permit To Environmental Office For Record Retention!**

This permit is valid only so long as work conditions existing at the time of issuance continue. It expires on any change in condition that adversely affects safety in work areas.

Issue Date/Time \_\_\_\_\_ Expiration Date/Time \_\_\_\_\_ Project/Fire Watch Closure Date/Time \_\_\_\_\_  
Special Conditions \_\_\_\_\_

\_\_\_\_\_  
Signature of Campus Environmental Officer/Designee

\_\_\_\_\_  
Signature of Area/Job Supervisor

\_\_\_\_\_  
Signature of Welder(s)

\_\_\_\_\_  
Signature of Fire Watch

*This document is maintained on electronic media. The current revision is located on the P.S.U. website at [www.pittstate.edu](http://www.pittstate.edu) It is the responsibility of the user to ensure that any paper copies are of the latest revision.*