



SAFETY NOTICE

Updated Hot Work Permit Application

RISK MANAGEMENT & SAFETY

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Category: Hot Work
RMS Contact: Thomas Waldschmidt, twaldsch@nd.edu

Contact RMS:

Tel: 1-5037

UPDATED HOT WORK PERMIT APPLICATION

Effective February 1, 2020, the University launched an updated online Hot Work Permit application (app). It is available on the Risk Management & Safety (RMS) Hot Work web page under the section heading [Hot Work Permit](#). These permits are required when performing tasks involving open flames, sparks or heat outside a Designated Hot Work Area. Examples include brazing, cutting, grinding, soldering, or welding.

When initiating a permit, you will be asked if the person conducting the hot work is a Notre Dame employee or a contractor. Notre Dame employees have immediate access to the permit while contractors must first register before access is provided. Instructions for contractor registration are provided below.

Upon submission of a permit, the requester will receive two email messages. The first contains the permit and requires no further action. The second provides a link to close the permit. Hot work permits are good for the duration of the task or one shift, whichever is shorter. Additional notifications will be sent to RMS and Notre Dame Fire Department (NDFD) when permits are requested. Both departments will use this information to conduct random field audits of hot work jobs in progress.

Hot Work Permit Application Instructions for Contractors

The following steps must be completed in order for contractors to use the app. These steps are only required to be done one time.

1. Complete a brief training session at the NDFD and sign a training log.
2. Enter the contractor's information in the Hot Work app (see image to the right) using the computer available at NDFD.
3. Upon completion, access will be granted to utilize the app on the RMS and NDFD web pages.

Information for a Contractor who is permitted to perform Hot Work after receiving NDFD training.

Company Name	<input type="text"/>
Last Name	<input type="text"/>
First Name	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>
Name of Your Supervisor	<input type="text"/>
Your Supervisor's Email	<input type="text"/>

We thank you in advance for your support during this transition process. If you have any questions related to these new forms, please feel free to contact Risk Management & Safety or the Notre Dame Fire Department.

All safety communications can be found at <https://riskmanagement.nd.edu/communication/safety-communication/>.

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