POLICY ON REQUIREMENTS FOR THE USE OF HOT WORK PERMITS
WITHIN THE MEDICAL CENTER

Purpose: To provide a comprehensive means of controlling Hot Work (welding or cutting with portable gas or arc equipment) so as to insure that work of this type is done in a manner that is safe to those doing the work, Medical Center employees and the facility itself.

Policy: Contractors or employees wishing to perform hot work of any type within any Medical Center building shall be required to obtain a copy of the attached permit (mc0419) from Plant Services Office at B-0312 Medical Center North or Space and Facilities Planning in Crystal Terrace.

The Hot Work Permit form must be approved and signed by a VUMC staff person before it is considered a “valid” permit. For work being done for Medical Center Plant Services, the Hot Work Permit must be approved and signed by the Director, Associate or Assistant Director, Shop Manager, or Shop Leadman before work can begin.

This permit shall be filled out in triplicate by the contractor or employee performing the work at least 24 hours before any work begins (in the event of an emergency repair, the 24 hour time period may be waived). The contractor or employee for performing the work is responsible to insure that all applicable precautions, safety measures and other requirements listed on the form have been taken. Compliance with this form shall be indicated by checking the box next to each item (as applicable) for each day or days for which the work will be done and initializing the box next to Contractors Supervisor’s Initials at the bottom of this form.

The person performing the work will complete the contact information at the bottom of the form in the following manner:

• **Company Name** – The name of the company for whom the person directly supervising the work is employed (VUMC shall be in the “company” if the work is being done by a Vanderbilt employee).
• **Phone Number** – The cell number, pager number, etc. of the person directly supervising the work.
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Policy Number: 31, Page 2 of 2  
Effective Date: 11/16/1990  
Reviewed: 1/2015  
Approved By:  

- **Signed** – The signature of the person directly supervising the work.  
- **Print Name** - The printed name of the person directly supervising the work.  

One copy of the permit shall be prominently placed at the location of the work and two copies shall be taken to either Plant Services or Space and Facilities Planning. The location to take the permit shall be determined by which department has authority over the work. Once the work is complete, the worksite copy shall be attached to the office copy and filed for a minimum of 3 years.  

**Responsibility:** This policy has the following areas of responsibility:  

1. It is the responsibility of each shop manager to insure that all members of their shop have been trained on this policy and comply with the terms of the policy.  

2. It is the responsibility of each employee to insure facility-wide compliance with this policy by reporting deviations from this policy to their superiors or the Hospital Medical Center Safety Officer.  

3. It is the responsibility of the VUMC employee issuing the form to insure that the form is properly completed, all precautions, requirements, etc. have been followed, and the various copies have been mailed, faxed, etc as directed at the bottom of the Hot Work permit form. That employee shall signify that they have inspected the work site and the requirements of the form are being complied with by completing the issuer section of the form as follows:  
   - **Issued By** – The name of the VUMC employee who has reviewed the permit and the work site.  
   - **Issued Date** – The date the permit was issued.  
   - **Expiration Date** – The date the permit will expire.  

4. It is the responsibility of each person authorized to sign these permits to notify Environmental Safety when work is being done with special metals (stainless steel, etc.)  

**References:** None