



### HOT WORK PERMIT FORM NJSDA FORM 5

*INSTRUCTIONS: This form is to be completed by any Prime Contractor or subcontractor that will produce sparks or an open flame during their assigned tasks and completed on a daily basis if hot work activities are required. The completed form is given to the Prime Contractor for filing at site.*

**Safety Manual reference sections are listed on last page of form.**

School district:	Project/Site:
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Time hot work allowed: _____ to _____	Date:
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Job description:

**TYPE OF WORK:**

<input type="checkbox"/> Electric Welding	<input type="checkbox"/> Soldering
<input type="checkbox"/> Roofing Kettle/Tanker	<input type="checkbox"/> Gas Welding/Burning
<input type="checkbox"/> Grinding	<input type="checkbox"/> Torch Operations
<input type="checkbox"/> Brazing	
<input type="checkbox"/> Other:	

**EMPLOYEE DOING THE WORK MUST CHECK ITEMS & SIGN BELOW:**

Alarms must be cut off <input type="checkbox"/> YES <input type="checkbox"/> NO	Combustible materials removed from area below <input type="checkbox"/> YES <input type="checkbox"/> NO
Cut off building sprinklers <input type="checkbox"/> YES <input type="checkbox"/> NO	All flammable liquids removed from area <input type="checkbox"/> YES <input type="checkbox"/> NO
Fire watch required <input type="checkbox"/> YES <input type="checkbox"/> NO	All flammable gas shut-off and isolated <input type="checkbox"/> YES <input type="checkbox"/> NO
Vapor/Gas combustion test required <input type="checkbox"/> YES <input type="checkbox"/> NO	Welding screens positioned where needed <input type="checkbox"/> YES <input type="checkbox"/> NO
Hand fire extinguisher in area <input type="checkbox"/> YES <input type="checkbox"/> NO	Sheathing provided where needed <input type="checkbox"/> YES <input type="checkbox"/> NO
Combustible materials removed from area <input type="checkbox"/> YES <input type="checkbox"/> NO	Welding cables & hoses out of travel areas or secured at least 7' overhead <input type="checkbox"/> YES <input type="checkbox"/> NO



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**EMPLOYEE DOING THE WORK MUST CHECK ITEMS & SIGN BELOW:**

Vapor combustion test conducted  YES  NO | Vapor combustion test conducted where necessary  YES  NO

If tested, who conducted the test? *(Print name)*

Test results:

Using pipe as required on special work permit  YES  NO

Signature of employee performing the Hot Work: *(Print name / signature)*

**APPROVAL/SIGNATURE:**

Shift:  
Day   
Swing   
Night

Contractor's Foreman:

**THE EMPLOYEE PERFORMING THE HOT WORK MUST INSURE THAT:**

1. Sparks and molten slugs of metal must be confined to the work area and kept from falling into or entering other areas.
2. When using hand tools for drilling or chipping in hazardous areas, use spark-proof tools or keep tools lubricated with water or other adequate material to reduce risk of sparks.
3. When using air or electric drills in hazardous areas, water or oil must be kept on bit to prevent sparks.
4. When cutting or chipping concrete floor, etc., keep concrete wet.
5. The person doing the work must ensure before leaving the area that there is no danger of a fire being started as a result of the work.
6. Any worker who leaves the jobsite for any reason must check upon return to see that no hazardous conditions have developed during the absence.
7. Permit becomes void if:
  - a) Hot Work is delayed for an hour or more;
  - b) An emergency alarm sounds for the area; and
  - c) A fire occurs in the area.
8. When Hot Work job is finished, assure that any fixed fire protection system (such as sprinklers, alarms, smoke detectors, etc.) that were turned off are now returned to operable condition. Coordinate this through the Prime Contractor's or subcontractor's Safety Representative where applicable.
9. This tag must be posted at work site then returned to the Prime Contractor's Safety Coordinator/Inspector.