

NORTHERN KENTUCKY UNIVERSITY

CONTRACTORS GUIDE TO SAFELY WORKING ON CAMPUS

KEY ASSIGNMENT

Project Managers will have required keys available for daily sign out from the Power Plant. Alternate key assignments may be made for special projects.

HOT WORK PERMIT

A **Hot Work Permit** is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to brazing, cutting, grinding, soldering, torch-applied roofing and welding.

- You can obtain a **Hot Work Permit** from the Power Plant
- Please return signed contractor portion of the HWP following required fire watch/monitoring
- **Fire Watch** – regular patrols of an area by authorized personnel to ensure a fire or elements of a fire are not present within the building under watch.
- For additional information please visit [Hot Work Permit Procedure](#).

RED TAG PERMIT

A Red Tag Permit is required whenever fire protection equipment must be taken out of service for any length of time.

- You can obtain a Red Tag Permit by notifying Safety and Emergency Management.
- Fire Protection Equipment – fire protection equipment includes sprinkler systems, kitchen hood suppression systems, clean agent suppression systems, and fire pumps.
- Fire Watch – regular patrols of an area by authorized personnel to ensure a fire or elements of a fire are not present within the building under watch.
- For additional information please visit review the [Fire Protection Impairment Procedure](#).

ACCIDENT/INCIDENT REPORTING

An accident, incident, or near miss must be reported by all faculty, staff, students, contractors, and visitors to report ANY incident that either results in bodily injury, illness, or an accident that could have resulted in bodily injury (a near miss) that occurred at Northern Kentucky University (NKU). This form must also be filled out to report property damage resulting from such an incident.

- For additional information or to report an accident, incident, or near miss please visit the [Accident/Incident Reporting](#) page.

EMERGENCY CONTACTS

- University Police
Emergency 859-572-7777
Non-Emergency 859-572-5500
- NKU Power Plant 859-572-5548
- Safety and Emergency Management 859-572-6528

Please visit Safety and Emergency Management at <https://inside.nku.edu/safety.html> for additional information.