

ADMINISTRATIVE PROCEDURES

SUBJECT: Hot Work Permit Procedures

Hot Work is any activity that creates heat, flame, sparks, or smoke. Examples of Hot Work include but are not limited to: Welding (gas or arc), Cutting, Grinding, Brazing, Soldering and/or the Use of Open Flame Heaters in Buildings. Building Services Staff and Contractors require a permit whenever hot work is being performed. These procedures do not apply to the Educational Program.

Procedure for obtaining a Hot Work Permit:

1. The individual (i.e. contractor/maintenance personnel) requiring a HOT WORK PERMIT will contact a representative from the Building Service Department to obtain a permit.
2. A representative from the Building Service Department will complete and review all aspects of the HOT WORK PERMIT with the contractor/maintenance personnel. The contractor/maintenance personnel will ensure that they have completed the required precautions checklist on the permit prior to beginning any hot work.
3. The Contractor/Building Services Staff shall post HOT WORK PERMIT in a visible location at the worksite and a copy forwarded to the school office. A third copy of the permit shall be forwarded to the Building Service Department. The Building Service Department will keep a central file of all active permits currently being monitored.
4. The Building Service Department will monitor all job sites with a Hot Work Permit in place to ensure all precautions are being observed.
5. The contractor/maintenance personnel will notify the Custodial Staff at the location upon completion of work. Custodial Staff will check the area 1 hour after depending on the situation to confirm the area is safe. Depending on the situation, Building Services/Maintenance Supervisory Staff may request that the area also be checked after 4 hours.
6. The contractor / maintenance personnel will notify the Building Service Department when the hot work is completed and the permit is no longer active.
7. The Building Service Department will transfer the permit from the active file to the completed section.

Implementation Date: September 10, 2003

Reference: Policy
Health & Safety Act and Associated Regulations

HOT WORK PERMIT

**BEFORE INITIATING HOT WORK, CAN THIS JOB BE AVOIDED?
IS THERE A SAFER WAY?**

This 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, Thawing Pipe, Torch Applied Roofing and Welding.

PART 1

INSTRUCTIONS

1. PERMIT ISSUER

- A. Verify precautions listed at right (or do not proceed with the work.)
- B. Complete and retain PART 1
- C. Issue PART 2 to person doing job.

HOT WORK BEING DONE BY:

EMPLOYEE

CONTRACTOR

DATE

JOB NO.

LOCATION/BUILDING & FLOOR

NATURE OF JOB

NAME OF PERSON DOING HOT WORK

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for this work.

SIGNED PERMIT ISSUER

PERMIT EXPIRES:	DATE	TIME	AM PM
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NOTE EMERGENCY NOTIFICATION ON BACK OF FORM. USE AS APPROPRIATE FOR YOUR FACILITY.

REQUIRED PRECAUTIONS CHECKLIST

- Available sprinklers, fire hoses and extinguishers are in service/operable.
- Hot Work equipment in good repair.

Requirements within 35 ft (11m) of work

- Flammable liquids, dust, lint and oily deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean.
- Combustible floors wet down, covered with damp sand or fire-resistive sheets.
- Remove other combustibles where possible. Otherwise protect with fire-resistive tarpaulins or metal shields.
- All wall and floor openings covered.

Work on walls or ceilings

- Construction is noncombustible and without combustible covering or insulation.
- Combustibles on other side of walls moved away.

Work on enclosed equipment

- Enclosed equipment cleaned of all combustibles.
- Containers purged of flammable liquids/vapours.

Fire watch/Hot Work area monitoring

- Fire watch will be provided during and for 60 minutes after Hot Work including any coffee or lunch breaks.
- Fire watch is supplied with suitable extinguishers, and where practical, charged fire hose.
- Fire watch is trained in use of this equipment and in sounding alarm.
- Fire watch may be required for adjoining areas, above, and below.

Other Precautions Taken

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- _____
- _____

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