

Safe Work Procedure				
HOT WORK PERMIT PROCEDURE				
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<b>Department</b>	Health & Safety	<b>Document #</b>		<b>SW 9. 2.1</b>

## 1. Purpose

Hot work is defined as cutting and welding operations for construction/demolition activities that involve the use of portable gas or arc welding equipment, or involve soldering, grinding, or any other similar activities producing a spark, flame, or heat. Hot work introduces significant fire hazards into Fleming College buildings.

## 2. Scope

For any hot work (roofing, welding, grinding, cutting, etc.) during construction, alteration and demolition that threatens the safety of the area, such permit is required. The Physical Resources Manager reviews the specific work area prior to providing authorization to proceed.

## 3. Personal Protective Equipment

Appropriate PPE must be selected to protect the worker from these hazards. The personal protective equipment (PPE) specified for hot work will protect the worker from illness and injury during hot work operations. Hot work operations include: Gas Welding and Cutting (such as cutting, heating and brazing).

## 4. Preparation of Work Area

The work area checklist must be reviewed, implemented and signed off prior to beginning any Hot Work.

## 5. Procedure

1. For all hot work including, but not limited to, roof replacement, cutting, and welding, authorization to proceed must be obtained from the Physical Resources Department (PRD).
2. The College shall maintain a fire watch during any hot work operation and for a reasonable period of time afterwards. Where the automatic fire detection system is not available, additional patrols must be implemented. The fire watch will conform to the requirements of the Ontario Fire Code.
3. Before commencing any hot work, the PRD Manager shall inspect the work area and confirm all precautions have been taken to prevent fire. In addition, all sections as outlined in the *Occupational Health and Safety Act* and Regulations for Construction Projects and the O. Reg. 388/97 shall be followed.
4. The Worker/Contractor will ensure the required safety equipment is present during the performed hot work, including, but not limited to, flame-proof curtains, an appropriate

number of portable fire extinguishers, smoke- eaters or similar device, to limit welding fumes. The Contractor shall ensure his/her employees wear the required personal protective equipment while performing hot work.

5. Where the building fire alarm system has to be deactivated for facilitating the hot work, the PRD manager shall be given prior notification. Once the work has been completed and the fire watch is over, the Contractor will inform the PRD Manager (or designate). The PRD Manager will arrange for the fire alarm system to be returned to normal operation.
6. In case of an emergency repair involving any hot work during the off-hours, the on-call PRD Manager shall be contacted for instructions
7. The Physical Resources Department will suspend or revoke the hot work authorization if any non-compliance of the required safety precautions is found upon inspection. No hot work is to continue until re-authorization.

**6. References**

2. *Occupational Health And Safety Act and Regulation for Industrial Establishments*

**7. Attachments**

1. HOT WORK Permit...SWP 9.2.2

Revision History

Date	Rev.	Revision Summary	by
Sept25, 2017	0	Original.	mp