

Safe Work Procedure				
HOT WORK PERMIT PROCEDURE				
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Created Date	July 2017	Revised Date		
Department	Health & Safety	Document #		SW 9. 2.1

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

HOT WORK PERMIT

REQUIRED for temporary operation involving open flames or producing heat and/or sparks. This includes/ not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing and Welding.

<p style="text-align: center;">HOT WORK PREFORMED BY:</p> <p><input type="checkbox"/> Fleming College Employee <input type="checkbox"/> Contractor: _____</p> <p>Date: _____ Job # _____</p> <p>Location / Building / Floor _____</p> <p>Nature of Job / Object _____</p> <hr/> <p>SIGN OFF: Name of person doing Hot Work: _____</p> <p>I verify the above location has been examined, the precautions checked on the "Required Checklist" have been taken to prevent fire, and permission is authorized for this work.</p> <p>Signed (Witness): _____</p> <hr/> <p>Permit: EXPIRY INFORMATION Date of Permit _____</p> <p>Time Started _____ AM/ PM Time Finished _____ AM/PM</p> <hr/> <p>Fire Watch Signoff: Work area and all adjacent areas to which sparks and heat might have spread were inspected during the watch period and were found fire safe.</p> <p>Signed: _____</p> <hr/> <p>Final Checkup: Work area was monitored for 4 hours following Hot Work and found fire safe.</p> <p>Signed: _____</p> <hr/> <p>Instructions to Complete</p> <p>Worker: Complete permit and post in work area.</p> <p>Witness: Person trained in hot work procedure verifies precautions in place and signs.</p> <p>Fire Watch: Complete final inspection, sign, leave permit posted, notify supervisor</p> <p>Monitor: After 4 hours, complete final inspection then sign & return permit to Physical Resources Dept.</p>	<p style="text-align: center;">REQUIRED CHECKLIST</p> <p><input type="checkbox"/> Available sprinklers, hose streams, and extinguishers are in service/operable <input type="checkbox"/> Hot Work equipment is in good repair <input type="checkbox"/> Welding screen required <input type="checkbox"/> Personal protective equipment</p> <p style="text-align: center;">Requirements within 11m (35 feet) of work:</p> <p><input type="checkbox"/> Flammable liquids, dust, lint, and oil deposits removed <input type="checkbox"/> Explosive atmosphere in area eliminated <input type="checkbox"/> Floors swept clean <input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistant sheets <input type="checkbox"/> Remove other combustibles where possible. Otherwise protect with fire-resistant tarpaulins or metal sheets <input type="checkbox"/> All wall and floor openings covered <input type="checkbox"/> Fire-resistant tarpaulins suspended beneath work <input type="checkbox"/> Pipes containing flammable gases within 1 m of work protected with wet insulating material.</p> <p style="text-align: center;">Work on walls or ceilings/enclosed equipment:</p> <p><input type="checkbox"/> Construction is non-combustible and without combustible covering or insulation <input type="checkbox"/> Combustibles on other side of walls moved away</p> <p style="text-align: center;">Work on endorsed equipment:</p> <p><input type="checkbox"/> Enclosed equipment cleaned of all combustibles <input type="checkbox"/> Containers purged of flammable liquids/vapors <input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented</p> <p style="text-align: center;">Fire Watch/Hot Work area monitoring</p> <p><input type="checkbox"/> Fire watch will be provided during and for 30 minutes after work, including coffee or lunch breaks <input type="checkbox"/> Fire watch is supplied with suitable extinguishers <input type="checkbox"/> Fire watch is trained in use of this equipment and in sounding alarm. <input type="checkbox"/> Fire watch may be required for adjoining areas, above and below <input type="checkbox"/> Monitor hot work area for 4 hours after job is completed.</p> <p style="text-align: center;">OTHER REQUIRED PRECAUTIONS:</p> <p><input type="checkbox"/> Confined space entry permit required <input type="checkbox"/> Area protected with smoke or heat detection <input type="checkbox"/> Lockout/Tag-out required <input type="checkbox"/> Other _____</p> <p style="text-align: center;">BEFORE INITIATING WORK AN APPROPRIATE FIRE EXTINGUISHER MUST BE READILY AVAILABLE</p>
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PERMIT VALID FOR ONE DAY ONLY