



**Hot Work Permit System Procedure
AP 400.38**

Procedure for:	Principals; Employees who Perform Hot Work; Contractors who Perform Hot Work; and Managers/Supervisors of Employees who Perform Hot Work	Adopted:	March 5, 2014
Submitted by:	Superintendent of Business & Treasurer	Revised:	N/A
Category:	Operations		

Purpose

To provide a safe working and learning environment for all staff and students of the Brant Haldimand Norfolk Catholic District School Board. Hot work is a major contributing factor to many fires. The Brant Haldimand Norfolk Catholic District School Board is committed to complying with the Ontario Fire Code. This procedure, when administered, will greatly minimize the risk of fire from Hot Work completed.

Responsibilities

It is the responsibility of every employee of the Brant Haldimand Norfolk Catholic District School Board, who is performing hot work, to be familiar with this Administrative Procedure and to follow these guidelines. It is also the responsibility of all managers and supervisors to ensure that all staff under their care follow this procedure. All contractors hired by the Brant Haldimand Norfolk Catholic District School Board shall ensure a Hot Work Permit Procedure with a protection plan equal to, or greater than, the Board's Hot Work Permit System Procedure.

Information

Requirements Under the Ontario Fire Code

Section 5,17.3.1

1. Welding and cutting operations in buildings will be carried-out in areas that are free of combustible and flammable contents and that have walls, ceilings and floors of non-combustible construction or that is lined with non-combustible materials.
2. When it is not practical to undertake welding and cutting operations in areas described in #1 above, combustible and flammable materials will either be kept at least 11 meters or 35 feet from the work area or otherwise protected against ignition by sheet metal, fire resistant blankets or other non-combustible materials.

Guidelines

- Supervisors, employees and contractors are responsible for identifying and controlling workplace hazards before hot work is performed.
- Hot work permit procedures will be used at the supervisor's, contractor's and staff's discretion and will be required when hot work takes place in confined or restricted access areas, near combustible material, activities involving volatile materials or on equipment that may contain any explosive, flammable or harmful substance. Hot work is prohibited on foam-insulated metal wall, roof or ceiling panels.
- Combustible materials will be removed to a safe distance (i.e., 6.5 meters) or protected. Enclosed equipment will be cleaned and purged of combustible vapours.
- Openings in fire partition, floors or ducts within the work site will be sealed with fire-resistive tarpaulin or metal shields.
- Appropriate fire extinguishing equipment will be verified to be operable and positioned for immediate use.



- Nearby personnel will be notified or otherwise protected from hot work activities.
- Sprinkler heads will be covered directly above the hot work area with wet rags or other non-combustible materials so they will not be triggered during the work.
- Smoke and heat detectors in close proximity of the work area will be isolated or covered.
- The supervisor will identify the Personnel Protective Equipment (PPE) to be worn and other safety equipment required for the hot work activity.
- Hot work activity will be conducted in compliance with safety procedures appropriate for other risks such as confined space where there is a possibility of an explosive atmosphere due to gases, vapours or dusts.
- All fire protection equipment such as sprinkler heads, smoke and heat detectors will be reinstated after completion of hot work.
- A fire watch will be maintained for 60 minutes after completion by the person(s) performing the hot work (or for a time deemed to be appropriate for the involved fire risk) to detect and extinguish any smouldering fire. The workplace will be monitored up to three hours after the work is completed, including areas adjacent to, above and below the area where the work was completed. This task can be delegated to other staff within the building.

Hot Work Permit Procedure

Facilities Services staff and contractors will complete a Hot Work Permit:

1. A copy of the permit will be retained by Facilities Services staff and kept in a binder for records for a period of one year from date of work.
2. Employees or contractors will ensure that the permit is affixed to the area that the work is being performed.
3. During, and for 60 minutes after hot work, the employee or contractor signs a fire watch sign-off.
4. Three hours following Hot Work, the employee or contractor signs a final check-up. The person who performed the Hot Work is not necessarily the person who signs the final check-up
5. The Hot Work Permit can be removed once the final checkup has been completed and signed and Step #3 and Step #4 above have been completed.

Definitions

Hot Work Permit

A written authorization to perform service or construction work capable of producing a source of ignition.

Hot Work

Any trade or work activity that uses or produces flames or heat, which acts as an ignition source for any flammable or combustible material. This can include, but is not limited to, brazing, cutting, grinding, soldering, thawing pipes, welding and torch-applied roofing. This does not apply to the controlled use of open flame or heat in laboratories or designated technology workshops.

References

The National Fire Protection Association (NFPA) Standard 51B

Canadian Centre for Occupational Health and Safety (http://cchohs.ca/oshanswers_haz/welding/hotwork.html)



HOT WORK PERMIT – CUTTING/WELDING

This 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.

Authorized By: _____ Signature: _____
Please Print

Date: _____ Start of Job: _____

Location of Job: _____

Work to be Done: _____

Permit Expires: _____ Time of Finish: _____

Before approving any cutting and welding permit, the fire safety supervisor or his / her appointee shall inspect the work area and confirm the following precautions have been taken to prevent fire.

PRECAUTIONS

- Sprinklers in service.
- Cutting and welding equipment in good repair.

WITHIN 35 FEET OF WORK

- Floors swept clean of combustibles.
- Combustible floors wet down, covered with damp sand, metal or other shields.
- No combustible material or flammable liquids.
- Combustibles and flammable liquids protected with covers, guards or metal shields.
- All wall and floor openings covered.
- Covers suspended beneath work to collect sparks.

WORK ON WALLS OR CEILINGS

- Construction is non-combustible and without combustible covering.
- Combustibles moved away from opposite side of wall or ceiling.

WORK ON ENCLOSED EQUIPMENT

- Enclosed equipment cleaned of all combustibles.
- Containers purged of flammable vapours.
- Pressurized vessels, piping and equipment removed from service, isolated and vented.

FIRE WATCH

- To be provided during and 60 minutes after operation.
- Supplied with suitable extinguisher.
- Trained on use of equipment and in sounding fire alarm.

Final Check Up

Work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on opposite sides of walls or ceilings) were inspected 2 - 4 hours after completion of hot work and were found fire safe.

Name: _____ Signed: _____
Please Print

(Supervisor or Fire Watcher)