

Procedure Title	Hot Work		
Date of Issue	March 7, 2001	Related Policy	BP 3801-D
Revision Dates		Related Forms	
Review Date		Originator	System Administrative Team
References			

Procedure:

1.0 Authority:

- Bluewater District School Board Policy BP 3801-D Health and Safety regulates the Occupational Health and Safety requirements to ensure all students and staff have a safe environment.
- Major insurance carriers require Owners of buildings to have in place a Hot Work Program to minimize the risk of loss due to fire and protect buildings and its occupants.

2.0 Definitions:

Hot Work Permit: A completed tag identifying an area or work, the work performed, completed by the worker and registered with the building supervisor. (See Sample Work Permit attached)

Hot Work: A temporary operation involving open flame or producing heat and/or sparks. This can include, but not be limited to: brazing, cutting, grinding, soldering, thawing pipes, welding and torch applied roofing. It does not apply to tasks performed in rooms specially constructed for the tasks such as Science rooms or Technology rooms.

3.0 Board Requirements:

- That all employees or contractors that use open flame in the building, work under the control of the Hot Work Program and Permit. (A supply of Hot Work Permits will be distributed to each work site)

4.0 Administrative Controls:

4.1 Board Responsibilities:

- Establish a Hot Work Procedure for use in buildings to minimize the risk of fire and loss in the buildings.
- Provide site locations and staff maintenance personnel with Hot work Permits to be used when performing Hot Work.
- Provide necessary training for staff and personnel on the use of the Hot work Procedures.

4.2 Principal Responsibilities:

- Ensure employees are knowledgeable in the Hot Work Procedure and use of the procedure as intended.
- Ensure that employees use the Hot Work Procedure as required by the Administrative Procedure.
- Ensure a supply of Hot Work Permits are available at the location and are issued for all Hot Work.
- Ensure the follow-up inspections are carried out after the Hot Work is completed.

4.3 Head Custodian Responsibilities:

- May act as the Principal's designate in the Principal's absence.
- Ensure Hot Work Permits are affixed to the area that work is being performed.
- Perform or ensure the performance of the follow-up inspection one (1) hour and three (3) hours after the work has been completed.
- Remove the Hot Work Permit at the completion of the last inspection and sign off the office copy of the Permit.

4.4 Maintenance/Contractors Personnel Responsibilities:

- Complete the Hot Work Permit prior to commencing any Hot Work. Identify the area of the building, the work being performed, and the date and time of completion.
- Affix one copy of the Hot Work Permit to the area of work.
- Deliver one copy of the Hot Work Permit to the Head Custodian or Principal for the scheduling of the post work inspection.
- Clean the area within thirty five (35) feet of all flammable liquids, oily materials and highly flammable products.
- Cover all floor and wall openings to prevent possible flame spread in walls or between floors.
- Provide a second person as a fire watch if the possibility exists of fire travelling inside a wall or between rooms and floors.
- Cover all combustible materials in the area of work.
- Locate a fire extinguisher in the area of work.
- Perform a fire check of the area of the work fifteen (15) minutes after completion of the work in the area.

4.5 Employee Responsibilities:

- Do not remove a Hot Work Permit unless performing the final completion inspection.
- Report any abnormal conditions in the area of any Hot Work being performed.
- Be familiar with the Hot work Procedure and the use of the Hot Work Permit.

Notes:

The Hot Work Permit does not apply to areas of the building that may have open flame or other Hot Work being performed as part of the regular activities in the space. These areas have special engineering or other administrative and housekeeping procedures in place to minimize the risk of loss due to fire.

The final inspection may be performed at the end of the shift if the time of the final inspection exceeds the hours worked at the location.



HOT WORK PERMIT

AP 3841-D

SAMPLE

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

<p style="text-align: center;">INSTRUCTIONS</p> <ol style="list-style-type: none"> 1. Person doing Hot Work: Complete permit and submit PART 1 to Building Supervisor. Indicate time started and post permit at Hot Work location. After Hot Work, indicate time completed and leave permit posted for Building Supervisor. 2. Worker: Prior to leaving area, do final inspection, sign, leave permit posted. 3. Fire Monitor: After 4 hours, or end of shift, do final inspection, sign and return PART 1 Permit to Building Supervisor. 	<p style="text-align: center;">REQUIRED PRECAUTIONS CHECKLIST</p> <ul style="list-style-type: none"> <input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/operable. <input type="checkbox"/> Hot Work equipment in good repair. <p>Requirements within 35 ft. (11m) of work</p> <ul style="list-style-type: none"> <input type="checkbox"/> Flammable liquids, dust, lint and oily deposits removed. <input type="checkbox"/> Explosive atmosphere in area eliminated. <input type="checkbox"/> Floors swept clean. <input type="checkbox"/> Remove other combustibles where possible. Otherwise protect with fire-resistive materials or heat shields. <input type="checkbox"/> All wall and floor openings covered. (Construction) <input type="checkbox"/> Fire-resistive materials suspended beneath work. (Construction) <p>Work on walls or ceilings</p> <ul style="list-style-type: none"> <input type="checkbox"/> Construction is noncombustible and without combustible covering or insulation. <input type="checkbox"/> Combustibles on other side of work area moved away. <p>Work on enclosed equipment</p> <ul style="list-style-type: none"> <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>Fire watch/Hot Work area monitoring</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire watch will be provided during and for 15 minutes after work, including any coffee or lunch breaks. <input type="checkbox"/> Fire watch is supplied with suitable extinguishers, and, where practical, charged small hose. <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, or end of shift, after job is completed. <p>Other Precautions Taken</p> <p><input type="checkbox"/> _____</p> <p>_____</p> <p>_____</p> <p>FIRE WATCH SIGN OFF</p> <p>Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found fire safe.</p> <p>Signed: _____</p> <p>FINAL CHECK UP</p> <p>Work area was monitored for 4 hours, or end of shift, following Hot Work and found fire safe.</p> <p>Signed: _____</p>
<p>HOT WORK BEING DONE BY:</p> <p><input type="checkbox"/> EMPLOYEE</p> <p><input type="checkbox"/> CONTRACTOR _____</p> <p style="text-align: center;">NAME/COMPANY</p>	
<p>DATE</p>	
<p>LOCATION IN BUILDING & FLOOR</p>	
<p>NATURE OF JOB</p>	
<p>NAME OF PERSON DOING HOT WORK</p>	
<p>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.</p>	
<p>SIGNED: (PERSON DOING WORK)</p> 	
<p>ESTIMATE TIME OF COMPLETION</p>	<p>TIME</p> <p style="text-align: right;">AM PM</p>
<p>TIME STARTED</p> <p style="text-align: right;">AM PM</p>	<p>TIME FINISHED</p> <p style="text-align: right;">AM PM</p>

WARNING!

FIRE WATCH AREA

IN CASE OF AN EMERGENCY

CALL: 911

or

PULL FIRE ALARM

WARNING!



BLUEWATER DISTRICT SCHOOL BOARD