

1. Purpose:

To promote awareness of hazards associated with hot work and the requirements for hot work permit procedures.

Definitions:

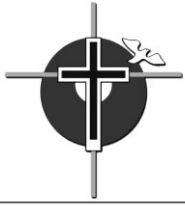
- i) *Hot work*
Any work activity that uses or produces flames, sparks, or heat that would act as an ignition source for any flammable or combustible material, (e.g. brazing, cutting, welding, grinding). This definition does not apply to the controlled laboratory use of flame or hot plates.
- ii) *Hot work Permit*
Written authorization signed by a person of authority to perform work that has the potential to provide a source of ignition.
- iii) *Person of Authority*
A supervisor, site manager, site superintendent, vice-principal, acting principal or qualified maintenance or plant person responsible for direction of the work.

2. Procedure:

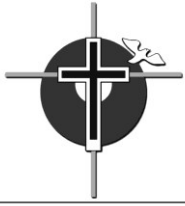
- a) Filling out the Hot Work Permit (*see appendix B*)
(to be completed by the person performing the work)

The following are instructions on how to complete the permit:

1. Hot work being carried out - by Board Employees
- by Contractors
- by Students with Board Employee
2. Date (Date that the permit is valid for)
3. Time (Time the permit was filled out)
4. Department (Department or contracting firm that permit holder is working for)
5. Location of work (exact place where the work is to be carried out)

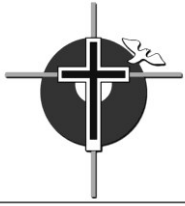


6. Work to be completed (Description of the work being performed)
7. Required precaution checklist (special precautions that must be taken before the work can commence to ensure the safety of the permit holder, other personnel and equipment – see the checklist on the permit for further clarification)
8. The permit is NOT valid until the INITIAL CHECK list has been completed and signed by a person of authority
9. Signing Hot work Permit - Permit is to be signed by a person of authority (as outlined in section 1. iii.) authorizing the hot work to be completed
10. Fire watch
The purpose of the fire watch is to assist in preventing fire, having an immediate plan in place should a fire occur
11. Hot Work Regulations for Contractors (*see appendix A*)
12. Permit expiration time (At end of shift or eight (8) hours, whichever is shorter)
13. The fire watch consists of monitoring the hot work area for a period of time as identified in appendix B. The person of authority that issues the Hot Work Permit will also designate the personnel to complete the fire watch.
14. Throughout the first hour the fire watch will be done by the permit holder. This person will continuously monitor the work site and adjacent area(s).
15. The area(s) must be checked throughout the next three hours by appropriate electronic surveillance or another suitable option such as a trained alternate for the fire watch or a security guard (a school custodian on duty can assume this task if approved by the supervisor).
16. When the three-hour check has been completed the permit is to be returned to the person of authority, the permit holder and the supervisor arranging for the work to be carried out.
17. Records- keep permits on file in Plant and Maintenance Department or school technology shop for 1 year.



3. Implementation Plan:

- a. The person of authority and employees are responsible for identifying and controlling workplace hazards before hot work is performed.
- b. Hot work permit procedures are mandatory for contractors (*see appendix A*).
- c. The person of authority and employees shall explore alternate options such as:
 - i. Cutting with hand or electrical saw or pipe cutter;
 - ii. Using a mechanical way to join items together with nuts and bolts, screwed fitting or couplings using hand filing instead of grinding;
 - iii. Installing threaded pipe instead of welded or soldered where local codes permit;
 - iv. Avoiding torches (many types of roof coverings approved by Factory Mutual Research can be installed without torches).
- d. Nearby personnel shall be evacuated or otherwise protected from hot work being performed.
- e. The person of authority shall identify the personal protective equipment (PPE) to be worn and other safety equipment to be used for hot work activity.
- f. Employees shall conduct hot work activity in compliance with safety procedures appropriate for other hazards such as confined space, fall protection, lock out/tag out, etc. Incidents shall be reported to the designated person of authority.
- g. Hot work permits shall be issued at the discretion of the person of authority. Situations which warrant hot work permits include, but are not limited to, industrial welding and cutting indoors, torch work in confined or restricted spaces and in combustible structures. For due diligence, the person of authority shall retain the hot work permit on record for 12 months.



Appendix A

Contractors Hot Work Information and Responsibilities

The Catholic District School Board of Eastern Ontario realizes that fires caused by hot work can have a significant adverse effect on our ability to meet our education mission. For this reason we have established procedures and trained our employees to help minimize this potential hazard.

As a contractor at this school you are a partner in our continued success in preventing losses. We encourage your suggestions on how hot work can be avoided by using alternative methods. If hot work cannot be avoided you are expected to strictly follow our procedures and be held accountable for your work.

The regional plant and maintenance supervisor will help you follow the procedures for hot work. If appropriate, the supervisor will introduce you to the staff that work in the area to discuss unique conditions you should be aware of before your work begins.

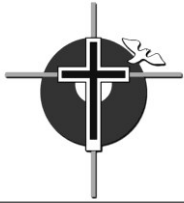
It is your responsibility to read the hot work permit procedure and to follow it to prevent unnecessary loss.

Hot Work Regulations

A hot work permit is required for any operation involving open flame or producing a spark. This includes but is not limited to: brazing, cutting, grinding, soldering, pipe thawing, torch applied roofing and welding.

1. If there is a practical and safer way to perform the task without hot work then the alternative method should be used.
2. No hot work is permitted without authorization from a person of authority in the form of a signed hot work permit.

This permit will be valid for a maximum of one shift or eight hours, whichever is shorter. After this time period another permit must be obtained and signed by a person of authority before any hot work can continue.



3. Specific fire-fighting equipment and protection material will be required at the hot work site before any hot work can be started. These materials are to be supplied by the contractor.

This should be discussed with the plant and maintenance supervisor before arriving at the location where the work is to be carried out at.

4. No hot work is permitted without a designated fire watch. The contractor or the individual doing the work is responsible for providing the fire watch.

The contractor or the individual doing the work has total control over the hot work area for fire prevention. If unsafe conditions are observed during the hot work operation the work will be stopped until the hazard can be neutralized or eliminated.

5. The contractor or individual doing the work will verify that all hot work equipment is in proper working order and in a fire safe condition.

The plant and maintenance supervisor, as deemed necessary, will conduct an inspection of your equipment. Any unsafe equipment will be removed from the property.

6. Any contractor equipment or material that is to be stored in the facility overnight must be properly secured in an area designated by our plant and maintenance supervisor or a person of authority.

Violations of these rules will result in termination of the work and the contractor's personnel will be ordered to be removed from the property.

A valid liability insurance certificate must be provided to the plant and maintenance supervisor prior to any work being performed by the contractor or person doing the work.

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 producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Torch Applied Roofing and Welding.

PART 1

INSTRUCTIONS	REQUIRED PRECAUTIONS CHECKLIST								
<p>1. Person of Authority:</p> <p>a. Verify precautions listed at right (or do not proceed with the work).</p> <p>b. Complete and retain Part 1.</p> <p>c. Issue Part 2 to person doing job.</p> <p>d. Issue Part 3 to the plant and maintenance supervisor</p>	<p><input type="checkbox"/> Available sprinklers, hose streams and extinguishers are in service/operable.</p> <p><input type="checkbox"/> Hot Work equipment in good repair.</p> <p>Requirements within 35 ft (11 m) of work</p> <p><input type="checkbox"/> Flammable liquids dust build up, and oily Deposits removed.</p> <p><input type="checkbox"/> Explosive atmosphere in area eliminated.</p> <p><input type="checkbox"/> Floors swept clean.</p> <p><input type="checkbox"/> Combustible floors wet down, covered with damp sand or fire-resistive sheets.</p> <p><input type="checkbox"/> Remove other combustibles where possible.</p> <p><input type="checkbox"/> Otherwise protect with fire-resistive tarpaulins or metal shields.</p> <p><input type="checkbox"/> All wall and floor openings covered.</p> <p><input type="checkbox"/> Fire-resistive tarpaulins suspended beneath work.</p> <p><input type="checkbox"/> Protect or shut down ducts and conveyors that might carry sparks to distant combustibles.</p> <p>Work on walls, ceilings or roofs</p> <p><input type="checkbox"/> Construction is noncombustible and without combustible covering or insulation.</p> <p><input type="checkbox"/> Combustibles on other side of walls, ceilings or roofs are moved away.</p> <p>Works on enclosed equipment</p> <p><input type="checkbox"/> Enclosed equipment cleaned of all combustibles.</p> <p><input type="checkbox"/> Containers purged of flammable liquids/vapors.</p> <p><input type="checkbox"/> Pressurized vessels, piping and equipment removed from service, isolated and vented.</p> <p>Fire watch/Hot Work area monitoring</p> <p><input type="checkbox"/> Fire watch will be provided during and for 60 minutes after work, including any coffee or lunch breaks.</p> <p><input type="checkbox"/> Fire watch is supplied with suitable extinguishers, and where practical, c charged small hose.</p> <p><input type="checkbox"/> Fire watch is trained in use of equipment & in sounding alarm.</p> <p><input type="checkbox"/> Fire watch may be required in adjoining areas, above and below.</p> <p><input type="checkbox"/> Monitor Hot Work area for 4 hours after job is Completed.</p> <p><input type="checkbox"/> One hour fire watch In: _____ Out: _____</p> <p><input type="checkbox"/> Three hour fire watch In: _____ Out: _____</p> <p>Other Precautions Taken</p> <p><input type="checkbox"/> _____</p> <p>_____</p>								
<p>HOT WORK BEING DONE BY:</p> <p><input type="checkbox"/> employee</p> <p><input type="checkbox"/> contractor</p>									
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Date	Job number								
<p>Location/building and floor</p>									
<p>Nature of job</p>									
<p>Nature 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 of authority)</p>									
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<p>Note: Emergency notification on back of form use as appropriate for your facility</p>									