



## **Hot Works Procedure**

### **Purpose**

To guard against accident, injury or property damage as a result of fire, explosion, heat and/or ignition of sources which could cause burns, fires or explosions.

### **Scope**

This program applies to all division employees and contractors

### **Procedure**

Any person required to carry out “Hot Work” outside the confines of the Maintenance or welding shop must obtain a “Hot Work” permit through the Maintenance Supervisor, this permit must be posted within 30 feet (10m) of the area of work. “Hot Work” shall include but not limited to:

- Welding/brazing
- Cutting with a torch
- Grinding(in dust hazard areas)
- Soldering
- Heating/open flame
- Working on equipment or electrical systems which may arc(dust hazard areas)

Prior to commencing any “Hot Work” responsible persons must ensure that within a 30 foot radius:

- All combustible materials are removed
- Appropriately cover any combustibles that cannot be removed by wetting them down or using metal shields
- Ensure any combustible material or flammable liquids that cannot be removed from the area are protected with covers, guards or metal shields
- Cover all wall and floor openings
- Piping containing flammable gases located within 3 feet (1m) of the “Hot Work” is covered with wet non-combustible insulating material (no less than 0.25 inch thick).
- Ensure that a watch person is assigned to the area and that watch person will be trained or instructed as to his/her duties during the period of “Hot Work” and 30 minutes after the work is complete.
- Ensure that the watch person is appraised of the hazards inherent in the task and provide all the necessary PPE so that they are appropriately protected This may include safety eye wear or shield(grinding/welding) hard hat, hearing protection, steel toed boots.
- Ensure that the watchperson is equipped with appropriate firefighting equipment (4A:40BC rated fire extinguisher) and is instructed in the use prior to “Hot Work” commencing.
- Final check to be made 2 hours after completion of any “Hot Work”



- “Hot Work” permit upon completion of work shall be returned to the Head of Maintenance to be filed and tracked.

**Extra Precautions:**

- Sprinklers in service.
- Cutting, welding or other heat generating equipment in good repair.

**Training:**

- Only employees orientated in “Hot Work” procedures will be authorized to perform this type of work,
- Supervisors will review procedures with employees as required.

**Supports/ Supporting Documents**

- Workplace Health and Safety Department
- Maintenance Supervisor
- “Hot Work” permit
- Park West School Divisions Safe Work procedures for “Hot Work”
- Employee training logs
- The manuals and reference materials that came with your equipment
- The Division’s Safety Manual.