



Title: Hot Work Permit System	Policy No.: B.08-01	E
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Legislation Reference:	Jubilee Insurance Agencies Ltd.
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Purpose:	To establish standards for the Hot Work Permit System and to strictly control Hot Work performed by either employees or contractors that may present a serious risk of fire and property loss due to fire.
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Policy Statement and Guidelines:

1. DEFINITION:

1.1 **Hot Work:** refers to any construction or renovation activity that creates heat, sparks, flame or smoke.

Hot Work activities include, but are not limited to the following:

- 1.1.1 Welding (gas or arc).
- 1.1.2 Cutting.
- 1.1.3 Grinding.
- 1.1.4 Brazing and soldering.
- 1.1.5 Hot Tar operations.
- 1.1.6 Roofing and waterproofing processes that involve the application of heat.

2. STATEMENT:

2.1 To ensure facilities insured under the Smoky Lake County’s insurance coverage are in compliance with “**Jubilee Insurance Agencies Ltd.**” under the facility risk control program when Hot Work is performed.

3. GUIDELINES:

- 3.1 A Hot Work Permit needs to be used any time there is a need to:
 - 3.1.1 Ensure there is a formal checkpoint to confirm that safe work practices are being followed.
 - 3.1.2 Coordinate with other people or activities for provision of Hot Work.
 - 3.1.3 Provide time limits when it is safe to carry out the work.
 - 3.1.4 Provide specialized protective equipment (such as a breathing apparatus) or methods of communications during Hot Work.

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Policy Statement and Guidelines:**4. PROCEDURES:**


- 4.1 Hot Work Preparations require that all employees or contractors involved with the hot work need to be briefed on the permit requirements.
- 4.2 Before commencing any Hot Work:
- 4.2.1 All flammable and combustible material should either be removed or protected.
 - 4.2.2 For equipment and combustible material that cannot be removed from the area, fire resistant tarps should be used for protection.
 - 4.2.3 Floor openings and wall openings should be tightly sealed to prevent hot sparks and slag from escaping the work area to other parts of the building.
 - 4.2.4 One individual should be assigned as a firewatcher, who is responsible to ensure that the sparks or heat generated by the hot work does not start a fire.
 - 4.2.5 Suitable fire extinguishers should be at hand.
- 4.3 Hot Work cannot begin until the safety precautions have been fully reviewed and understood. The hand-over of the permit should be recorded and signed by the individual responsible for supervising the work and communication will be undertaken with the employees/departments/contractors that are involved with fire prevention activities, and that may be involved in a potential fire response, *as per Schedule "A": Hot Work Permit Form.*

**Copy to be submitted to the County Office
Prior to Work Performed**

**Hot Work Permit Forms will be documented as per
Policy Statement No. 14-B.04-01: Added Named Insured: Record Keeping Guidelines.**

	Date	Resolution Number
Approved	June 24, 2010	# 697-10 - Page # 9379
Amended		
Amended		
Amended		

SCHEDULE "A"
HOT WORK PERMIT FORM

<p>Facility: _____</p> <p>Date: _____</p> <p>Description of the Work Area: Building: _____ Floor: _____</p> <p>Description of the Hot Work: _____</p>	 <p>APPLIES ONLY TO: THE WORK AREA AND HOT WORK SPECIFIED</p>
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SAFETY PRECAUTIONS

**The Supervisor is responsible for inspecting the Work Area and making sure that all applicable safety precautions are followed.
Check all precautions that will apply.**

General Precautions:

- All cutting and welding equipment related to the Hot Work has been inspected and is in good repairs.
- Fire detection and sprinkler system is in service for remainder of the building.
- Facility / Building Manager has been notified when the Hot Work will be performed.

Within 12 meters (40 feet) of Hot Work:

- Flammable liquids and combustible materials have been removed from the area.
- Combustible materials that cannot be removed have been protected with fire resistant tarps or metal shields.
- Floors have been swept clean of combustible materials.
- Combustible floors have been wet down, covered with damp sand or protected with fire resistant tarps.
- All floor openings have been tightly covered.
- All wall openings have been tightly covered.
- Combustible materials have been moved away from the opposite side of walls.

Fire Watch:

- Firewatcher will be on duty during the Hot Work and for 30 minutes after completion of the Hot Work.
- Firewatcher will be equipped with a fully charged fire extinguisher.
- Firewatcher has been trained in use of the fire extinguisher and the safety precautions.

Contractor Requirements: (if applicable)

Outside Contractor is performing the Hot Work, the roles and responsibilities of the owner organization and Contractor form part of the contract.

- What department will issue the hot work permit and what signatures will be required?

- Which party will provide the fire watch personnel, if required?

- Which party will provide the fire extinguishers or other firefighting equipment?

- Who will coordinate the activities of the contractor with the owner's departments and employees?

I have personally examined the Work Area and confirm that the checked precautions have been taken.

Signed: _____ (Supervisor of the Hot Work)