

#99933

EBB-1
EBBAG-E-1
EBBAG-E-2

“HOT WORK” OPERATING PROCEDURE

Purpose

In compliance with the National Fire Code section 5.2 “Hot Works” the following operating procedure shall apply to all employees, contractors, and others performing work at St. James-Assiniboia School Division facilities.

Scope

This policy applies to all staff that may be required to perform hot work. Hot work requirements are applicable to any temporary operation that involves open flames, or work that produces heat, or sparks. Such operations include, but are not limited to: brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing and welding.

Procedures

- All hot work equipment must be in good working condition.
- All personnel must be trained in the proper use of fire extinguishers and how to activate the building fire alarm.
- All Staff, contractors or others performing hot work must provide, and have on site, a minimum of one 10 lb ABC fire extinguisher that is operable and properly serviced. Existing extinguishers in the area cannot be used for this purpose and must not be removed from their assigned locations.

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- All flammable and combustible material within a 15 m distance from the hot work such as flammable liquids, oily rags, dust lint, etc shall be protected against ignition. When this is not practicable:
Fire watch must be continually provided during the work, and for 60 minutes after work, including any coffee or lunch breaks. Fire watch may also be required for adjoining areas. Periodic monitoring for an additional 3 hours at the completion of the work is required. If the area is not equipped with automatic detection tied into the building fire alarm system, the fire watch must continue to monitor the area for a total of 4 hours after the work is complete. A final inspection of the hot work area shall be conducted and signed off on 4 hours after completion of work.
- Warnings signs EBBAG-E-2 stating, **“WARNING! HOT WORK”** must be posted.
- A “Hot Work sign-off sheet” EBBAG-E-1 must be posted by hot worker and faxed to the St. James-Assiniboia School Division Safety Officer at 885-3178 by the fire-watch after completion. Both the hot worker and fire-watch must sign.

Former OP31009

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