



HOT WORK PERMIT

#118415

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, and soldering, thawing pipe, torch applied roofing, and welding.

No work is allowed except that which is shown on the permit. All permits must be signed by both the permit issuer and the person performing the work. The signed document must be returned or faxed to the shop foreman at 888-9685 on completion.

Date of hot work: _____ Work Executed by: employee - ☐ contractor - ☐

Time hot work to start: _____ Time hot work to end: _____

Location of hot work: (Building/floor/room) _____

Description of work to be done: _____

Description of equipment to be used: _____

Name of persons performing the Hot Work, Company, and emergency contact info (print & sign):

Name & Signature: _____ Company: _____

Phone: _____ (contact info for 4 hours after work completed)

Person Issuing the Hot Work Permit (St. James-Assiniboia School Division Staff):

☐ Meets NFC 5.2.3.1 (1) i.e. Area free of combustibles, walls, ceilings, floors of non combustible construction:

☐ Meets NFC 5.2.3.1 (2) i.e. Combustible materials moved 15 m away, 60 min. fire watch & 4 hrs. final inspection required.

Name: (Print) _____

Signature: _____

I verify I have reviewed the Hot Work procedures and requirements with the person(s) performing the Hot Work.

Inspection of the site after completion of the work:

An inspection is required upon completion of the hot work and a constant surveillance must be maintained 60 minutes after the end of the work by the fire watch or worker.

Inspections:	Time	Name of Inspector and Signature
Work ended:	_____	_____
After 60 minutes:	_____	_____
After 4 hours:	_____	_____
	_____	_____
	_____	_____



Fire Precautions to be adhered to where applicable:

Evacuate endangered persons: Immediately sound the alarm by pulling a manual fire station: Extinguish an incipient fire with a portable extinguisher (if safe). Otherwise, evacuate using the nearest emergency exit.

List of Required Precautions:

- ☐ Automatic sprinklers, hoses and portable extinguishers are in service and good operating condition.
- ☐ Hot work equipment appears to be in good operating condition and safely installed.

Precautions within a 15 metre Radius

- ☐ Set up a safety zone and restrict its access to authorized personnel only
- ☐ Install fire-resistant screens to protect against sparks
- ☐ Install fire resistant screens to protect against rays.
- ☐ Eliminate any risk of explosive atmosphere (combustible vapours or dust).
- ☐ Remove all flammable liquids, dust, powders, and oily products
- ☐ Remove all other combustible materials or use fire-resistant canvases or metal partitions as means of protection.
- ☐ Sweep the floors
- ☐ Protect combustible floors with fire resistant canvases
- ☐ Inspect the area to detect any risks for the workers and take the necessary preventive measures.
- ☐ Suspend any nearby activity that could constitute a risk (dust collector, nearby painter, solvent, glue).
- ☐ Ventilate the area with appropriate ventilating equipment, if there is risk of smoke.
- ☐ Ensure that smoke detection devices are disabled in the area.

Work on Floors and Ceilings

- ☐ Ensure that any combustible construction materials, finishes, or insulation is adequately protected with canvases that are either fire-resistant or have been soaked with water.
- ☐ Protect openings in the walls, ceilings. Protect vertical service shafts.
- ☐ Install fire-resistant salvage covers under the work area when work must be executed in upper levels.
- ☐ Remove combustible material from the area.
- ☐ Ensure that there is no heat transfer through conduction to combustible matters.

Fire monitoring

- ☐ Appoint a fire monitor
- ☐ To monitor fire risks during the work and one hour thereafter, including during breaks and meals.
- ☐ Have access to the appropriate extinguisher and small fire hose, if necessary.
- ☐ Be familiar with the use of a portable fire extinguisher and can sound the alarm.
- ☐ Ascertain fire risks in adjoining areas, upper and lower levels, and take appropriate precautions.
- ☐ Apply any other condition deemed necessary by the permit emitter.

Verification of equipment

- ☐ Perform the necessary inspections of equipment before use
- ☐ Inspect the hose on gas equipment and protect against damage
- ☐ Inspect gas bottles, pressure gauges, and connections and protect against damage (gas equipment)
- ☐ Protect electric cables against damage
- ☐ Have an appropriate and operational fire extinguisher in place as well as a water pump tank.

Personal protective equipment

- ☐ Use the required personal protective equipment to protect your face, eyes, and body against excessive heat, rays, noise, and smoke (ex. Long sleeve shirt, welding helmet, visor, etc.