



### **1.1 Purpose**

The procedure outlines the process, monitoring, communications, and procedure to acquire a hot work permit at job site.

### **1.2 Applicable To**

The *Hot Work* procedure is applicable to all contractors performing work at the Arriva Commercial levels, including the first level of the parkade.

### **1.3 Scope**

This procedure is intended to reduce the risk of fire and associated hazards to health, safety and property when contractors are performing hot work activities.

### **1.4 Hot Work Examples**

Any temporary operation involving open flames or producing heat or sparks including, but not limited to, welding (gas or arc), hot cutting, excessive grinding, brazing, soldering, thawing, torch-applied roofing or other membranes, use of open flame heaters in buildings, and hot tar operations.

### **1.5 Training**

Contractors performing hot work activities must be qualified and appropriately trained in those activities as well as the hazards associated with hot work. It is the responsibility of the contractor to ensure that its employees receive necessary health and safety training for performing hot work.

### **1.6 Safety**

The contractors' safety procedures should include at minimum:

- Identified hazards associated with the procedure;
- Available resources such as safety manuals and Material Safety Data Sheets/Safety Data Sheets (MSDS/SDS);
- Safety equipment requirements;
- Personal protective equipment requirements; and
- Steps to follow in the event of an incident or emergency.



### 1.7 Procedure

Before performing hot work, other alternative methods of conducting the work should be considered with a view to selecting a safer method.

A Hot Work Permit is required prior to performing the work. A Hot Work Permit is not required in outdoor areas that are free of combustible material.

- Contractors performing hot work must contact the Board of the Commercial Condo Corp at [info@arrivacommercial.com](mailto:info@arrivacommercial.com) to obtain a permit.
- The Hot Work Permit is to be completed prior to the start of the work and is valid for an 8-hour work shift. Exceptions for time exceedance must be documented on the permit, and communicated to the Site Supervisor and/or Safety Designate.
- The Hot Work Permit must be posted in the area of work or made readily available upon request.
- A Hot Work Permit must be issued for each hot work job.

The following safety precautions shall be carried out prior to issuing a Hot Work Permit.

- Every effort should be made to schedule the hot work during normal working hours.
- All hot work equipment shall be inspected by the user to ensure that it is in good repair prior to the start of work.
- A trained person with a minimum 5 lb ABC fire extinguisher must be present at all times during the performance of hot work.
- All flammable liquids must be removed from the area.
- Floors must be swept clean. Any grease and oils must be removed.
- Asbestos containing material shall not be used for fire resistant material.
- Combustible coverings or insulation for ductwork must be isolated and protected from hot work.
- Any process that produces explosive atmospheres (e.g. piping of gas) must be halted prior to and during hot work. The area shall be monitored for gases before, during and after hot work. Steam cleaning, purging or ventilation may be required.
- Prior to the start of hot work, workers must determine the location of the nearest fire alarm pull-station, building fire extinguisher (not including the extinguisher in the work area), accessible phone communications, and verify a clear escape route.
- The person(s) performing the hot work will verify the conditions specified in the Hot Work Permit prior to starting work each day that the permit is in effect.



- Every effort should be made to maintain existing fire protection systems such as automatic sprinklers, and/or smoke detectors in service when possible. If temporary "out of service" is required, building notification will be communicated.
- Fire doors should be maintained in the closed position in an effort to contain the area.
- Hot work on vessels or boilers may only be performed by qualified personnel.

When hot work is performed, one person shall be designated to keep constant vigil throughout the entire job to watch for spraying sparks, ignition or other fire hazards and monitor the area before, during and after the hot work. This is particularly critical when working in a building space that is normally protected by an automated fire alarm system, where the system has been partially or completely deactivated in order to perform the work. Fire watch requirements include:

- The designated person must be trained in the use of a fire extinguisher and have one on hand.
- In areas where there is the direct risk of ignition, the entire area must be frequently checked at a rate of five minutes or less.
- If the fire watch is required only in the immediate area of the hot work, it may be possible for the person doing the work to maintain the fire watch.
- Once the hot work is complete, the fire watch requirement will remain in effect for a minimum of 60 minutes depending the scope of work. Depending on the work done, the area may need to be monitored for longer (up to 3 hours) after the end of the hot work.
- The designated person must sign off, on the Hot Work Permit when the fire watch period is complete, with the date and time.
- When hot work is conducted on a roof and combustible construction exists below or adjacent to the work area, the fire watch will include inspection of the ceiling below, unprotected openings and any adjacent buildings.

## **1.8 Incident Reporting**

Any incident requiring the extinguishing of a fire must be reported to the appropriate authority and followed up with an incident report which is to be emailed to [info@arrivacommercial.com](mailto:info@arrivacommercial.com).

## **1.9 References**

- Hot Work Permit.