

HOT OR OPEN FLAME WORK Procedure

1.0 Background

All work which generates heat that may cause combustion of surrounding materials, including open flame work, is covered by this procedure. Its purpose is to establish procedures for safe hot or open flame work in specific campus locations. Compliance with this policy is the responsibility of the appropriate supervisor and the workers carrying out the procedure.

EXCLUSION: This policy does not apply to workshop areas which are designed for this type of work (e.g. welding shop, trades shops).

2.0 Procedure

1. A University of Ottawa Hot Work Permit is attached to this procedure and is to be completed when hot work (including open flame work) is being carried out. The checklist on the form covers the topics below and assists the individual or contractor in taking the necessary precautions. The completed form is to be attached to the completed work order or the confined space entry permit as applicable.
2. Prior to the work commencing, the Facilities Lead Hand, Supervisor(s) or Project Manager(s) will issue and approve the Hot Work permit. Other Services and Departments may issue permits under the authority of the Office of Risk Management or the Fire Prevention Coordinator. The Hot Work Permit will indicate:
 - i. that hot or open flame work is to be carried out;
 - ii. the specific location where the work is being done;
 - iii. confirmation that fire extinguisher is on site;
 - iv. whether or not a smoke/heat detector has been bypassed, deactivated or a zone deactivated;
 - v. when the work will commence and the expected time of completion.
3. A copy of the permit will be emailed and/or provided to the University Fire Prevention Coordinator.
4. Verify the area for the proximity of heat and/or smoke detectors. If there is the possibility these may accidentally be triggered, the following actions shall be taken:
 - i. the sub-trade will make the request to the general contractor;
 - ii. the general contractor will make the request to the project manager;
 - iii. the project manager creates a 2222 request to the electricians (at least 48 hours in advance) to bypass or deactivate the zone or the individual detector.
5. Upon arrival at the work location, ensure that all flammable materials, where practical, are removed from the area where the work will be carried out. Where this is not practical, isolate the material with a fireproof barrier.

6. No work shall be done unless a 5 lb (ABC) dry chemical fire extinguisher is on hand and immediately available. The worker shall locate the nearest fire alarm pull station.
7. A fire watch is to be conducted during the hot work and for a period of 60 minutes after the hot work is completed. The fire watch is intended to ensure that there are no hot spots, smoke or other indications of a possible fire in the area around the work site. The contractor assumes the role of fire watch if he is working alone.
8. The job site, including the 60 minute fire watch, is to be monitored for 2 hours after completion of the work. Where the hot work involves a roof, the job site shall be monitored for 3 hours.
9. The Facilities electrician is to be notified upon completion of the work that the zone or smoke/heat detector needs to be reactivated (if required).
10. Depart from the site removing all work materials and debris, sign off the fire watch on the hot work permit and return to the attention of the Fire Prevention Coordinator (c/o Protection Services, 141 Louis-Pasteur or Roger Guindon, 2nd floor).
11. The Fire Prevention Coordinator will conduct periodic inspections as deemed necessary.