

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 policy. 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 shop 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 SOP and is to be completed whenever hot 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 Physical Resources Lead hand, Supervisors or Project Managers 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 Safety Officer. The 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) confirm that fire extinguisher is on site.
 - iv) indicate whether or not a smoke/heat detector has been deactivated or a zone deactivated.
 - v) when the work will commence and the expected time of it completion.
3. A copy of the permit will be faxed to the University Fire Safety Officer.
4. Check the area for the proximity of heat or smoke detectors. If there is the possibility these may accidentally be triggered, the worker is to arrange with a Physical Resources electrician at least 48 hours in advance, to deactivate the zone or the 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. The worker shall locate where the nearest fire alarm pull station is.
7. A Fire Watch is to be conducted during and for 60 minutes after the hot work is complete to ensure that there are no hot spots, smoke or other indications of a possible fire in the area around the work site.
8. The job site is to be monitored for 2 hours after completion of the work
9. Once the area is found to be safe, the worker must contact 2222 and advise them that:
 - i) the work is complete;
 - ii) the area has been found to be clear of any possible fires or smoldering debris.
10. The Physical Resources electrician is to be notified that the zone or smoke/heat detector needs to be reactivated if required.
11. Depart from the site removing all work materials and debris, sign off on fire watch on permit and return to Fire Safety Officer.
12. The Fire Safety Officer will conduct random inspections as deemed necessary