

# University of Ottawa

# HOT WORK PERMIT

Is this Hot Work necessary?

Is there a safer way to do the work?

**Date of Hot Work:** \_\_\_\_\_

Location of Hot Work: Building \_\_\_\_\_ Floor: \_\_\_\_\_ Room: \_\_\_\_\_

Other information on location: \_\_\_\_\_

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

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Name: \_\_\_\_\_ Company: \_\_\_\_\_ Phone: \_\_\_\_\_

Type of Hot Work being performed: \_\_\_\_\_

Department/Person Authorizing the Hot Work:

Name (print): \_\_\_\_\_ Phone: \_\_\_\_\_

- Physical Resource Services
- Other University Department

\_\_\_\_\_

The Hot Work area has sprinkler protection?  Yes  No  Deactivated

The Hot Work area has smoke detection?  Yes  No  Deactivated

Is the Hot Work area on a roof?  Yes  No

**Special precautions/instruction:** \_\_\_\_\_

\_\_\_\_\_

I verify I have reviewed the Hot Work procedures and requirements with the person(s) performing the Hot Work. (Signature and Date of person authorizing the Hot Work):

## Fire Watch:

### Date and time Fire Watch started:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM (circle)

### Date and time Fire Watch ended:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ AM/PM (circle)

Printed name of Fire Watch: \_\_\_\_\_

I verify the dates and times are correct. (Signature of Fire Watch):

\_\_\_\_\_

## On Site Pre-Hot Work

### Safety Inspection Checklist:

#### Performed by persons doing the Hot Work

- Cutting and/or welding equipment has been inspected and found to be in good repair: free of damage or defects
- A multi-class (ABC) portable fire extinguisher of adequate size and fully charged is immediately available
- All flammable and combustible liquids have been removed from the area (at least 12 meters from the work area)
- All wall, floor, duct, and ceiling penetrations, where sparks may travel, have been located and sealed/covered
- All combustible materials (wood, paper, cardboard) have been moved (12 meters away) or covered with fire retardant tarps
- Fire alarm pull box, telephone, or cell phone is immediately available to summon fire department in case of a fire
- Combustible flooring/walls (whenever sparks or slag may fall) have been covered with a fire retardant tarp
- Area has been cleaned/swept to remove any other combustible material (lint, sawdust, dust, oily residues)
- Any potential for a flammable atmosphere has been eliminated
- Furniture, computers, equipment, and/or other furnishings have been protected from damage
- Fire watch duration and duties are understood

**Signature of person performing the safety check:**

\_\_\_\_\_

When the Fire Watch has ended return this form to Fire Safety Officer to close out the form.