

University of Ottawa

HOT WORK PERMIT

Date of Hot Work: _____ **Project #** _____

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 _____ Cell _____

Name: _____ Company: _____ Phone _____ Cell _____

Type of Hot Work being performed: _____

Department/Person Authorizing the Hot Work:

Name (print): _____ Phone: _____

Physical Resource Services

Other University Department

Is work area occupied? Yes No

The Hot Work area has sprinkler protection? Yes No Deactivated

The Hot Work area has smoke detection? Yes No Deactivated

Will the Hot Work Procedure occur on a roof? Yes No

Special precautions/instruction: _____

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):

Upon completion of the Fire Watch, return this form to the respective Protection dept, c/o Fire Safety Officer (Marc Denis) to close out the form.

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

Signature & Title _____

Date _____

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

Name & Signature of person performing the safety check:

Name _____ Sign. _____