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<b>Revision:</b> 1.1	<b>Subject:</b> Hot or Open Flame Work/Hot Work Permit	

## 1. Introduction

The purpose of this procedure is to establish guidelines for safe hot or open flame work in specific campus locations, including residences. Hot or open flame work includes any work that generates heat and may cause combustion of surrounding materials, including open flame work. 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 that are designed for this type of work (e.g. welding shop, trades shops).

## 2. Scope

This Standard applies to Queen's University property and to any employee who performs or supervises work in these spaces.

**Note:** In this standard, "employee" includes facilities trades staff.

## 3. Definitions

CSES: Campus Security and Emergency Services

Hot Work: "Hot work" is work that could produce a source of ignition, such as a spark or open flame. Examples of hot work include welding, cutting, and grinding.

Hot Work Permit: AD6100-32-FOR-M0010 Digital form found on Trades Teams share point site. Hard copies can be found in area shops and can also be printed from the share point site.

## 4. Responsibilities

Employee:

Review and understand this SOP and follow the procedures as outlined. Report all incidents immediately to their manager/supervisor as outlined in the SOP.

Manager/Supervisor:

Ensure that all employees under their supervision are aware of this SOP and understand the procedures.

## 5. Procedure

1. A Hot Work Permit (AD6100-32-FOR-M0010\_Hot Work Permit see Appendix A) will be obtained from Fix-It and will be filled out whenever hot work is being carried out. The completed form is

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to be attached to the completed work order and/or the confined space entry permit as applicable.

2. Upon arrival at the work location, ensure that all flammable materials, where practical, are removed from the area where the work is to be carried out. Where this is not practical, isolate the material with a fireproof barrier.
3. No work shall be done unless a (ABC) dry chemical fire extinguisher is within reach and easily accessible. The worker shall locate where the nearest fire alarm pull station is prior to starting work.
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 for an electrician to deactivate (by-pass) the zone or the detector.
5. Prior to the work starting, contact Fixit and advise them:
  - that hot or open flame work is to be carried out.
  - the specific location where the work is being done.
  - confirm that fire extinguisher is on site.
  - indicate whether or not a smoke/heat detector has been deactivated or a zone deactivated.
  - when the work will commence and the expected time of it completion.
6. The CSES must also be notified if a fire alarm is being taken out of service.
7. The work site is to be checked one hour 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. Once the area is found to be safe, the worker must contact Fixit and advise them that:
  - the work is complete;
  - the area has been found to be clear of any possible fires or smoldering debris.
9. The CSES is to be notified that the zone or smoke/heat detector has been reactivated.
10. Remove all work materials and debris before leaving the site.

**Fixit:** When a hot work request is received, record the details of the work. If an "all clear" has not been received for the hot work by the end of the day, Fixit will contact the worker or the worker's supervisor to confirm that the following:

- the work is complete;
  - the area is safe;
  - and, the fire protection system is in service.
11. Queen's employees submit complete form to supervisor/manager to be sent to Fixit via email or mail. 3<sup>rd</sup> party services are to submit completed form to Fixit.



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#### APPENDIX A:

#### AD6100-32-FOR-M0010\_Hot Work Permit

Teams Link: [https://teams.microsoft.com/l/channel/19%3A0QtRBro7vUQBAo5X\\_h4wge2ekmQg-AbobuH6lOtRA3Q1%40thread.tacv2/General?groupId=f84027a1-9f0f-4ccf-9cdb-0e08b69772f8&tenantId=](https://teams.microsoft.com/l/channel/19%3A0QtRBro7vUQBAo5X_h4wge2ekmQg-AbobuH6lOtRA3Q1%40thread.tacv2/General?groupId=f84027a1-9f0f-4ccf-9cdb-0e08b69772f8&tenantId=)



Queen's University Facilities		
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**Note:** This permit does not apply to shop areas, which are intended for this type of work (e.g.: welding shop, trades shops).

Permits can be issued for consecutive operational days. Precautions measures must be checked prior to starting each day and completion of hot work inspections.

Reference: AD6100-32-SOP-M0010\_Hot or Open Flame Work

Work Location Details			
Name		Date(s)	
Description of Tasks		Location	
Precautions Measures Taken			
Measures	Yes	N/A	Comments
Work area demarcated with temporary barriers			
When possible, remove combustible materials from proximity to work area			
Unremovable materials, sensitive equipment, and surfaces are protected using with fire resistant barriers/ covering(s)			
Fire extinguisher (Type: ABC) available			
Smoke and heat detector deactivated			
Fixit notified (before commencement of work) 8:00 am -4:00 pm (613)-533-6757			
ERC notified (after 4:00 pm) 613-533-6111			

#### Completion of hot work inspections:

Once hot work tasks are completed ensure the following tasks are carried out:

- Area checked for hot spots or indications of a possible fire after completion or work.
- Heat detectors (smoke detectors) reactivated.
- Fixit notified (on completion) (613)-533-6757
- ERC notified (on completion after hours) (613)-533-6111 (not applicable to contractors)



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#### 6. Revision History

Number	Date	Author	Revision
1.0	01/06/2010	Director	Initial Release A.13 Hot or Open Flame Work/Hot Work Permit
1.1	03/26/2024	A.D.	Reviewed and updated document- Replaces A.13 Hot or Open Flame Work/Hot Work Permit and D.5 Hot or Open Flame Work - Hot Work Permit



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