

Queen's University
Physical Plant Services
Standard Operating Procedure

Subject: Hot or Open Flame Work/Hot Work Permit
Issued by: Operations Director
Maximum Review Period: 2 Years

Number: A.10
Pages: 3
Date: June 2010

HOT OR OPEN FLAME WORK – A.10

1.0 Forward

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 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).

2.0 Procedure

1. A Hot Work Permit (sample attached) will be obtained from Fix-It and will be filled out whenever hot work is being carried out. The completed form is to be attached to the completed work order 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 5 lb (ABC) dry chemical fire extinguisher is on hand. The worker shall locate where the nearest fire alarm pull station is.
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 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 ERC 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.

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9. The ERC 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.
11. Fixit: When a hot work request is received, record the details of the work on the Fixit board. 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.

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QUEEN'S UNIVERSITY HOT WORK PERMIT

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Date issued: _____ (valid for date issued only)

Location: _____

Description of work: _____

Checklist completed by: _____

PRECAUTIONS TO BE TAKEN

		YES	N/A	COMMENTS
1.	Rope off area/screen area			
2.	Remove combustible material			
3.	Protect sensitive equipment and surfaces from heat and spark damage			
4.	Minimum of 5lb (ABC) dry chemical fire extinguisher on hand			
5.	Lock out procedure followed			
6.	Lines depressurized			
7.	Confined space procedure followed			
8.	Smoke and heat detectors deactivated			
9.	Fixit notified (before commencement of work) 8:00 am – 4:00 pm 613-533-6757			
10.	ERC notified (after hours) 613-533-6111			
11.	Area checked for hot spots or indications of a possible fire after completion or work.			
12.	Heat detectors (smoke detectors) reactivated.			
13.	Fixit notified (on completion) 613-533-6757			
14.	ERC notified (on completion) 613-533-6111			

Either: Contractor/Company: _____

Field Representative: _____ Phone: _____

Or: Trades Person: _____

SEND COMPLETED FORM TO FIXIT VIA FAX #613-533-6469