



OHS PROGRAM – HOT WORK PERMIT

Form #: 12-01

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Rev:---

1 of 2

Hot work is any operation involving open flames or producing heat and/or sparks.

This includes but is not limited to: limited to, cutting, welding, soldering, brazing, grinding, adhesive bonding, roofing operations, thermal spraying and thawing pipes.

If HOT WORK cannot be carried out in an area free of combustible and flammable contents, with walls, ceilings and floors of non-combustible construction or lined with non-combustible materials then proceed with this permit. All work must comply with standards in effect at time of permit issue including but not limited to: CSA-W117.2, BC Fire Code Div. B Sec. 5.2 and WorkSafeBC regulation part 12.

Hot Works shall be performed only by personnel trained in the safe use of equipment. All hot work requires the following individuals and responsibilities:
See construction fire safety plan for full descriptions.

Permit Authorizing Individual (PAI) – Knowledge of the entire job site, has read and understood the construction fire safety plan, is trained in fire extinguishing systems used and how to follow hot work permit and is authorized to issue, accept, or reject hot work permits. Will notify alarm providers if needed.

Fire Watch (FW) – Responsible to provide continuous fire watch during the hot work and for a period of not less than 60 min after its completion. Has read, understand, and is trained in fire extinguisher equipment used. Knows location of fire nearest fire alarm or signal systems when a fire is outside of their ability to extinguish and will follow hot work permit. Watches for fires in all exposed areas. Documents starts time, finish time. Removes all systems used to prevent actuation of suppression devices (sprinklers, fire alarms) when hot work is finished. Performs a documented final inspection of the hot work area and adjacent exposed areas 4 h after completion of the work * see BC Fire Code 5.2.3.1.1.(ii) for additional details. Initials fire check area on permit when completed. The fire watch described above shall be carried out by more than one person if combustible materials are exposed to the hot work operations but cannot be directly observed by the initial person.

Hot Work Operator (HWO) – This is the person performing the hot work. He/she must read, understand, and follow hot work permit, be trained in fire suppression used and follow the hot work permit.

Hot Work being done by:

| | |
|----------|------------------------------------------|
| Employee | Contractor (including sub if applicable) |
|----------|------------------------------------------|

| | |
|------------------------------------------|--------------------|
| Date- permit is valid for one shift only | Job/Work Order No. |
|------------------------------------------|--------------------|

Exact Location/Building and Floor:

Describe the work:

Name of Hot Work Operator(s) (HWO)

I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Signature of Permit-Authorizing Individual (PAI)

Permit Expiration

| | |
|-----------------|--------------|
| Expiration Date | Time (AM/PM) |
|-----------------|--------------|

Assigned Fire Watch (FW) mobile phone number

Name _____ Signature _____

Hot Work Operator (HWO) mobile phone number

Name _____ Signature _____

This page of Permit to be retained by PAI. Page 2 (double sided)/or copy to be posted at Hot Work Location.

THIS PERMIT VALID for 1 shift only.
Actions by person:

PAI – retain and manage this page and copy of page 2. Staple together and file in open permits. When original page 2 returns complete replace page 2 with original completed page. File for 6 months.

FW – post original page 2 close to hot work. Return when watch complete.

HWO – ensure fire extinguisher (at least one) within reach

Confirm or if not applicable each time before HOT WORK begins

- Available Sprinklers in Normal Automatic mode and valve open
- Available sprinklers disable, and
 - Fire service and Alarm monitoring company notified (if system disabled)
- Fire alarm pull stations identified and operational
- Fire Extinguisher(s) fully charged and within reach of HWO
- Fire hoses operational and available
- Air Horn location is known and close to Hot Work
- HWO and FW have operational mobile phones or radios
- Hot Work equipment in good operating including No leakage or defects. All valves closed and bled for class 2 gas when not in use
- All electrical hot work permit equipment de-energized when not in use
- Controls in place to manage smoke/fumes

Access 15m (50') in all potential directions of work for fire hazards:

- Floors, work level, above and below, cleaned or protected
- Cover wall/floor openings with fire retardant material
- Seal/suspend fire retardant curtains if cannot be covered
- All combustibles/flammaples removed from area
- All combustibles that cannot be removed are shielded from sparks
- Water to wet down exposed combustible areas
- Clean horizontal surfaces (building structures, equipment, ducts, cable trays) above and below when possible
- Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible. OR
- If removal /cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains/guards capable of protecting immovable fire hazards and confining heat, spills and slag
- Transmission or conveying of sparks to adjacent areas eliminated or protected
- Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.
- Explosive atmosphere eliminated or potential not present

Work on walls, ceilings, or enclosed equipment:

- Construction materials verified as non-combustible and without combustible covering or insulation
- Combustibles on other side of walls relocated or protected
- Enclosed equipment cleaned and protected from all combustibles
- Hot work will not be performed on totally enclosed containers
- All containers, such as fuel tanks, are to be emptied and purged of flammable liquids/vapors and tested with gas detector to ensure proper purging of explosive vapors
- All pressurized vessels, piping and equipment is to be shut down and removed from service, depressurized, isolated, and vented prior to any work commencing

Fire Watch /hot work area monitoring requirements:

- Continuous fire watch provided during, and for at least 60 minutes after hot work, including all breaks
- Document on permit, a visual inspection open spaces within 15 (50') at times listed on permit
- Fire watch supplied with suitable extinguishers/hoses
- Fire watched trained in the use of fire equipment and sounding alarm
- Enables any disabled fire extinguishing systems are end of hot work

Other precautions that may be required:

- Fire watch provided for adjoining (combustible) areas, above, or below
- Confined Space or Lock-Out-Tag-Out required/used when needed
- Area smoke or heat detection disabled to eliminate false trip
- Alternate measures for temporary shutdown of fire protection equipment

HOT WORK PERMIT

WARNING

For removal by Fire Watch after final inspection

HOT WORK IN PROGRESS

WATCH FOR FIRE

IN CASE OF EMERGENCY CALL 911

| | |
|----------------------------|------------------|
| Site Superintendent: | Phone: |
| Site Safety Coordinator: | Phone: |
| Site address: | Air horn signal: |
| FIRE WATCH/MONITOR RECORD: | DATE: |

Permit-Authorizing Individual (PAI)

- Retain a carbon copy or copy this completed permit and post in open hot work permit file/ board.

Fire Watch(s)(FW)

- Complete this permit at times identified below. When fully completed submit final permit to PAI.
- Perform continuous fire watch provided during, and for at least 60 minutes after hot work, including all breaks.
- Visual inspection open spaces within 50' of HW area to be recorded as listed below.

Permit Closing

- Hot work permit is closed once the hot work permit file and the hot work location copy on this page are stapled together.

Anytime a fire, heat or smoke is found – extinguish, stay in area (if safe) and immediately contact Site Superintendent and Site Safety

| Hot Work - Location | 🕒 Hot Work time | | 🕒 Time checks – add in time (12-hour clock) | | | |
|---------------------|-----------------|----------|---------------------------------------------|---------|--------------|---------|
| | Start time | End time | End time + 60 min | | 4-hour final | |
| | | | Name | Initial | Name | Initial |
| | | | | | | |

HOT WORK PERMIT