

## Hot Work Policy

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Related policies: Fire Protection Systems Impairment Policy

will be required and controlled by an effective hot work permit. A hot work procedure imposes a formal system requiring specific actions to remove unsafe conditions and minimize human-element mistakes.

Vital to the success of a hot work procedure is the appointment of a responsible person or persons such as the fire safety supervisor. This person must be suitably trained and qualified to assess, agree, and monitor hot work operations and to issue hot work permits. Within Southwestern, these responsibilities have been delegated to the building engineer.

Appointed persons need to be aware of other work taking place on site that may impact or be impacted by any planned task. They must have the authority to refuse requests to carry out hot work and to stop hot work operations if required.

Before agreeing to the hot work, the appointed person must determine if hot work is the only option. Hot work should not be carried out if alternative, safer means of completing the job are available.

C. Hot Work Procedure

If it is deemed that in-situ hot work is essential, a hot work procedure needs to be followed in conjunction with other interested parties, such as the tenant

## F. Fire-Detection and Suppression

### 1. Systems

Fire detection systems may need to be isolated to prevent false activations. Only individual detectors in the vicinity of the work should be isolated. Any activation outside this area suggests smoke has spread beyond the areas anticipated by the risk assessment and potential fire spread.

Sprinkler systems should remain active throughout hot work whenever possible.

All isolated fire detection and suppression systems must be fully reinstated at the end of each day.

### 2. Fire Watch

For most operations, a fire watch (one-hour duration) will be needed to react to any fires that may start outside the operator's field of view in situations when there are nearby walls or other visual obstructions, or if elevated work is being carried out.

The person appointed to conduct the fire watch must be suitably trained in what to look out for and what actions to take if a dangerous situation occurs. These actions include sounding the alarm and tackling a fire if deemed safe to do so.

The fire-watch period must be continuous, including

materials.

To prevent the spread of fire, all holes in walls, gaps in the floor, voids, vents, and conveyors must be protected with non-combustible materials.

#### 4. Hot Work Permit

A hot work permit acts as a formal checklist and provides documentation of the controls that have been implemented.

There are many examples of permits available that may be used as long as the key aspects are covered. Southwestern's hot work permit can be obtained from the Administrative Services Office.

The form and checklist must be completed and signed by the appointed person and the person completing the work before the work is allowed to commence.

Once all parties are satisfied and the form has been signed, a copy should be held on file with the original taken to the work area and prominently displayed.

#### 5. Hot Work Operation

Once work has commenced, should there be a need to use a fire extinguisher, work must be stopped until the full cause of the fire has been understood, appropriate action has been taken to prevent a recurrence, and fire extinguishers used have been replaced.

If the maximum permit period of a single shift needs to be exceeded, the appointed person must be informed and issue a new permit with all sections completed and signed by all parties.

If any doubt exists about the work being carried out, the hot work must stop, the appointed person notified, and the fire watch retained.

#### 6. Completion of Hot Work

Once the hot work has been completed, the area must be cleared of work equipment and waste materials, with all isolated fire detection and

completed and signed off as required.