

**CAN THIS JOB BE DONE WITHOUT HOT WORK, OR IN THE SHOP?**

**IF NOT, ENSURE PRECAUTIONS ARE IN PLACE!**

**MAKE SURE SPRINKLERS ARE IN SERVICE AND FIRE EXTINGUISHERS ARE READILY AVAILABLE!**

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks.

This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.

*Note: The Required Precautions are not optional. They are required for fire-safe hot work. Please explain all "No" responses below.*

## Instructions

**The Permit-Authorizing Individual must:**

- Verify precautions listed at right (or do not proceed with the work)
- Complete and retain this permit
- Give a completed copy of this permit to the person doing the work.

## Who, When, and Where?

**Hot Work Being Done By**

- ☐ School staff or student  
☐ Contractor

**Date**

**Job/Work Order No.**

**Location/Building and Floor**

**Nature of Job/Object**

**Name of Person(s) Doing Hot Work**

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**  
 (Director of Facilities, School administrator or designate)

## Permit Expiration

**Expiration Date**

**Expiration Time**

- ☐ AM  
☐ PM

**Name of Assigned Fire Watch**

## Required Precautions Checklist

- ☐ Available Sprinklers in Normal Automatic mode and valve open.  
☐ Hot Work equipment in good repair.

**Assess 15 meter radial "sphere" of work for potential fire hazards:**

- ☐ Floors, work level and below, cleaned or protected.  
☐ All other combustibles removed or shielded from sparks.
- Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.
  - Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.
  - If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.
- ☐ Transmission or conveying of sparks to adjacent areas eliminated or protected.
- Tightly cover wall/floor openings with fire-retardant material.
  - Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.
  - Isolate or shut down fans and other means of conveying sparks to prevent the capturing and spreading of sparks to other areas.
- ☐ Explosive atmosphere eliminated or potential not present.

**Work on walls, ceilings or enclosed equipment:**

- ☐ Construction materials verified as noncombustible and without combustible covering or insulation.  
☐ Combustibles on other side of walls relocated or protected.  
☐ Enclosed equipment cleaned and protected from all combustibles.  
☐ Containers purged of flammable liquids/vapors.

**Fire watch/hot work area outside designated shop monitoring requirements:**

- ☐ Continuous fire watch provided during and for *at least 30 minutes* after hot work, including all breaks.  
☐ Fire watch supplied with suitable extinguishers/hoses.  
☐ Fire watch trained in the use of fire equipment and sounding alarm.  
☐ Area to be monitored hourly for a *minimum 4 hours* after job is completed or longer if required.

**Other precautions that may be required:**

- ☐ Fire watch provided for adjoining areas, above, or below.  
☐ Confined Space or Lock-Out-Tag-Out required/used.  
☐ Area smoke or heat detection disabled to eliminate false trip.

Other: \_\_\_\_\_

Comments:

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**THIS PERMIT IS GOOD FOR  
24 HOURS ONLY!**

# WARNING!

## HOT WORK IN PROGRESS

## WATCH FOR FIRE!

IN CASE OF EMERGENCY:

CALL: \_\_\_\_\_

FINAL INSPECTION SIGNOFF

COMPLETED BY: \_\_\_\_\_

Work area and all adjacent areas to which sparks and heat might have spread were inspected during the fire watch period and were found to be fire safe.

Signature \_\_\_\_\_

Final Checkup COMPLETED A MINIMUM OF 30 MINUTES AFTER HOT WORK

Work area was monitored for \_\_\_\_\_ hour(s) following Hot Work and is found fire safe

Signature: \_\_\_\_\_

## Prior to Hot Work Commencing

A copy of this permit must be submitted to the OHS Department

Scan and Email [Don.Doherty@btps.ca](mailto:Don.Doherty@btps.ca) or Call or Text Message (780)842-8912