	<h2 style="margin: 0;">Safe Work Guideline</h2> <h3 style="margin: 0;">Hot Work Permits</h3>		
Prepared By: Don Doherty	Effective Date: January 1 2016	Revised By: Don Doherty	Date: March 2020

Hot Work Permit


Hot work permits are applicable to any operation that involves open flame, or work that produces heat, or sparks. Such operations include, but are not limited to: brazing, cutting, grinding soldering, thawing pipe, torch applied roofing and welding. A hot work permit **must** be filled out prior to the commencement of hot work on Buffalo Trail Public School grounds.

Any contractor supervisors or teachers with students conducting hot work on school grounds or in their classrooms **must** read and adhere to the Hot Work Permit guidelines **prior** to starting the hot work.

- The responsible supervisor of each project shall ensure that all safety requirements outlined in the Hot Work Permit are followed. The responsible supervisor must forward a completed copy of the Hot Work Permit form to the school administrator and/ or the Director of Facilities **PRIOR** to starting the work. Proof of competency may be requested prior to issuing a Hot Work Permit.
- The Contractor supervisor must contact the Director of Facilities a **minimum** of three working days **PRIOR** to the work being started if portions of the fire alarm system may have to be deactivated.
- Hot work or work producing sparks will not commence until the completed permit has been received and the area is properly prepared for the hot work.
- The Occupational, Health & Safety Coordinator or school administrator may inspect any Hot Work projects. The Occupational, Health & Safety Coordinator or the school administrator has the authority to stop any unsafe work and will not permit work to begin or continue unless the program requirements are followed.
- All hot work equipment must be inspected prior to commencement of work, and is to be maintained in good working condition.
- Any damage to equipment found must be reported to the supervisor and corrected before work can commence.
- A copy of the Hot Work Permit must be kept in proximity of the work being completed.
- All workers / students must be made aware of and follow the Hot Work Permit guidelines.
- All fires must be reported IMMEDIATELY to the school administrator and the OHS coordinator.
- Fire resistive tarpaulins may be required to be secured above or below work and all floor and wall openings must be covered when required.
- All flammable and combustible material within a **15 m** radius from the hot work such as flammable liquids, oily rags, dust, lint, etc. shall be protected against ignition in conformance with Article 5.2.3.2 of the Alberta Fire Code and Part 10 of the Occupational Health and Safety Code, or removed from the area.
- Combustible floors must be wetted down and covered with fire resistive tarpaulins.
- Explosive atmospheres must be eliminated prior to starting work.

For contracted work:

- **Part 1** of the Hot Work Permit **must** be filled out completely prior to commencement of work
- A copy of the Hot Work Permit **must** be given to the school administrator and/or the Director of Facilities or designate **prior** to commencement of work.
- A Fire Watch must be continually provided during the work, and for 60 minutes after work, including any coffee or lunch breaks. Fire Watch may also be required for adjoining areas. Periodic monitoring for an additional 3 hours at the completion of the work may be required depending on the nature of the hot work and will be stipulated on the permit.

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- A final inspection of the hot work area shall be conducted and signed off by the responsible supervisor 4 hours after completion of work. **Part 2** of the Hot Work Permit will then be completed. The Hot Work Permit(s) will be kept by the responsible supervisor and will be retained as part of the project documentation record. A copy of the Hot Work Permit will be submitted to the OHS department. Please contact the OHS department to make arraignments. (780)842-8912 or Don.Doherty@btps.ca.

For school shop classroom work:

- **Part 1** of the Hot Work Permit must be filled out completely prior to commencement of work.
- A copy of the Hot Work Permit must be given to the school administrator or designate prior to commencement of work.
- Shop supervisor must be present while hot work is being completed.
- 15 minutes prior to class ending, a thorough inspection of work area must be completed by the shop supervisor.
- 60 minutes after work has been completed, or prior to leaving school for the day, the shop supervisor will conduct another inspection of the shop. The shop supervisor will then complete **Part 2** of the Hot Work Permit. A copy of **Part 2** will then be given to the school administrator at the end of the day.

