

# THE CORPORATION OF THE CITY OF VAUGHAN

## CORPORATE PROCEDURE

**PROCEDURE TITLE:** HOT WORK PERMIT

**PROCEDURE NO.:** HS 6.3

<b>Section:</b>	Human Resources		
<b>Effective Date:</b>	January 1, 2022	<b>Date of Last Review:</b>	June 1, 2023
<b>Policy Parent:</b> Corporate Health and Safety Policy	<b>Procedure Owner:</b> DCM, Corporate Services & CFO		

### PROCEDURE STATEMENT

This Procedure follows the City of Vaughan's Corporate Occupational Health and Safety Policy.

### PURPOSE

To promote awareness of hazards associated with hot work and the requirements for hot work permit procedures. Hot Work Permits are required for all welding and soldering projects in buildings/facilities occupied by workers and/or the public. The only exception includes facilities such as welding shops and garages that are adequately ventilated and equipped for that purpose. The issuance of hot work permits, and the subsequent inspections are the direct responsibility of the maintenance departments performing the work.

### SCOPE

The City of Vaughan will ensure staff or contractors involved in hot work for the Corporation will perform their duties in accordance with current Occupational Health and Safety Legislation, as well as applicable City of Vaughan Corporate policies and procedures.

### LEGISLATIVE REQUIREMENTS

#### [Occupational Health and Safety Act](#)

O. Reg. 851, Industrial Establishments, Section 78

#### [Ontario Fire Code](#)

Ontario Fire Code (O.Reg. 213/07), Section 5.17, "Welding and Cutting"

Section 5.17.3.1 of the Ontario Fire Code:

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*(1) Welding and cutting operations in buildings shall be carried out in areas that are free of combustible and flammable contents, and that have walls, ceilings and floors of non- combustible construction or that are lined with non-combustible materials*

*(2) When it is not practical to undertake welding and cutting operations in areas described in Sentence (1), combustible and flammable materials shall either be kept at least 11 m from the work area or otherwise protected against ignition by sheet metal, asbestos blankets or other non-combustible materials.*

*Section 5.17.3.3*

*(3) Suitable portable extinguishers shall be provided in conformance with Section 6.2 where welding or cutting operations take place.*

## DEFINITIONS

**Hot Work** - any trades activity that uses or produces flames, sparks, or heat that would act as an ignition source for any flammable or combustible material. (E.g. brazing, cutting, welding, grinding). This definition applies to temporary operations.

**Hot Work Permit** - the supervisor's written authorization to perform trades operations capable of providing a source of ignition. (See form 1-16 attached)

## PROCEDURE

- Supervisors and workers are responsible for identifying and controlling the work area for workplace hazards (e.g., Flammable materials, lighting, clean work surfaces, etc.) and completing the hot work permit before hot work is performed.
- Hot work permit procedures shall be used for contractors who perform work on City of Vaughan premises. (See Safety Procedure HS 1.5 – Contractor Safety Compliance)
- Hot work permit procedures shall be used at the supervisor's discretion and shall be required when hot work takes place in confined spaces, or near activities involving volatile materials.
- Combustible materials shall be removed to a safe distance (e.g., 11 meters) or adequately protected. Enclosed equipment or work areas containing combustible materials shall be cleaned and purged of combustible vapours and checked with a gas detection meter prior to any work.
- Openings or cracks in walls, floors, or ducts within the hot work site shall be tightly covered with fire-resistive tarpaulin, metal shields or an approved nonflammable material to prevent the travel of sparks or flame.
- Appropriate fire extinguishing equipment shall be verified to be operable and positioned for immediate use.
- Nearby personnel shall be restricted or otherwise protected from hot work activities.
- The Supervisor will designate a worker to act as a "fire watch" and shall be on hand during the hot work operation. The fire watch shall occasionally inspect the area for 60 minutes after hot work is finished to detect and extinguish any potential smoldering fire including areas adjacent, above, and below the hot work area.

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### **RESPONSIBILITIES**

#### **Managers**

- Shall ensure that these procedures are being complied with by Supervisors under their authority.

#### **Supervisors**

- Supervisors who direct workers to service or do any maintenance on machines and equipment must be trained/informed in this hot work procedure.
- Shall acquaint workers with this procedure and ensure the necessary information and equipment on hot work is available in the workplace.
- Shall be the responsibility to ensure that these procedures are being complied with by employees when involved in hot work.
- Are responsible for identifying any hazards that may present a danger during hot work operation and ensuring the appropriate measure are noted in the permit and workers have posted the permit near the operation.
- Ensure a fire watch person is provided during and after the hot work operation.
- Ensure workers involved in hot work are knowledgeable in hot work operations.

#### **Employees**

- Workers who are involved in the hot work operation must be informed or instructed in this procedure and aware of fire hazards in the work zone.
- Are responsible to report to the Supervisor any hazards that may present a danger before, during or after a hot work operation.

#### **Contractors**

- Any persons contracted to perform work on behalf on City of Vaughan shall comply with legislative requirements set out in the Occupational Health and Safety Act and shall work in a manner that is consistent with this procedure

### **ADMINISTRATION**

*Administered by the Office of the City Clerk.*

<b>Review Schedule:</b>	SELECT If other, specify here	<b>Next Review Date:</b>	June 1, 2024
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<b>Related Procedure(s):</b>	
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<b>Related</b>	
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<b>By-Law(s):</b>	
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<b>Supporting Documentation:</b>	
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### **Revision History**

<b>Date:</b>	<b>Description:</b>
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Click or tap to enter a date.	
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**HOT WORK PERMIT**  
***Applies Only to Area Specified Below***



Building: \_\_\_\_\_ Location: \_\_\_\_\_

Date: \_\_\_\_\_ Nature of the Job: \_\_\_\_\_

The above location has been examined. The precautions checked below have been taken to prevent fire.

**PRECAUTIONS**

The supervisor must inspect the proposed work area and check precautions note below to prevent fire.

**GENERAL PRECAUTIONS**

- . Sprinklers and/or fire hose in service.
- . Cutting and welding equipment in good repair
- . Area Supervisors notified

**PRECAUTIONS WITHIN 50 FEET OF WORK**

- . Floors swept clean of combustibles
- . Combustible floors wet down, covered with damp sand or metal or fireproof sheets
- . No combustible materials or flammable liquids
- . Combustibles and flammable liquids protected with fire-proof tarpaulins or metal shields
- . All wall and floor openings covered
- . Fireproof tarpaulins suspended beneath work to collect sparks

**WORK ON WALLS OR CEILINGS**

- . Construction non-combustible and without combustible covering or insulation
- . Combustibles moved away from opposite side

**WORK ON ENCLOSED EQUIPMENT (Tanks, containers, ducts, dust collectors, etc.)**

- . Equipment cleaned of all combustibles
- . Containers purged of flammable vapours
- . Adequate air flow through enclosed equipment to be provided while cutting and welding is done
- . Workers entering enclosed equipment have received mandatory confined space training and have the necessary personal protective equipment prior to entering the enclosed equipment

**FIRE WATCH**

- . To be provided during and for 60 minutes after operation
- . Supplied with extinguishers or small hose
- . Trained in use of equipment and in sounding alarms

I have personally examined the above area and certify that the checked precautions have been taken.

Signed: \_\_\_\_\_  
City of Vaughan Supervisor

**Permission is granted for this work**

Permit expires: \_\_\_\_\_  
Date Time

Signed: \_\_\_\_\_  
City of Vaughan Supervisor

Time started: \_\_\_\_\_ Time finished: \_\_\_\_\_

**FINAL CHECK-UP – To be completed by the Supervisor or Worker in Charge**

Work area and all adjacent areas to which sparks, and heat might have spread (such as floors above and below and on opposite side walls) were inspected for at least 60 minutes after the work was completed and were found fire safe

Signed: \_\_\_\_\_ Date: \_\_\_\_\_