

Section:	Fire Safety Program	Issued By:	Emergency Management
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		By:	AM

Hot Work requirements are applicable to any temporary operation that involves open flames, or work that produces heat, dust or sparks, or any process that will **affect the fire alarm system**. Operations include, but are not limited to; brazing, cutting, grinding, coring, soldering, thawing pipe, torch applied roofing and welding. A Hot Work & Dust permit **must** be filled out for any hot work conducted on campus.

Any workers or supervisors conducting hot work or work producing dust or fumes must read the Hot Work & Dust Program document, available on the Emergency Management webpage and by the following link:

<https://live-risk.ucalgary.ca/risk/sites/default/files/teams/22/Hot%20Work%20and%20Dust%20Program%202019-11-07%20.pdf>

- The UofC responsible supervisor of each project shall ensure that all safety requirements outlined in the “Hot Work & Dust Permit” are followed. The responsible supervisor must forward a completed copy of the “Hot Work & Dust Permit” form to LifeSafety **3 business days PRIOR** to starting the work as portions of the fire alarm system may need to be deactivated.
(hotworks@ucalgary.ca)
- Persons responsible for causing fire alarms and subsequent business interruptions to the University of Calgary community will be invoiced in the amount of **\$1,500**, by failing to abide by university policies and procedures. Prime Contractors are responsible for the actions of any sub-contractors in their employ.
- Hot work or work producing dust or fumes will not commence until the completed permit has been received and posted .
- The Emergency Management department may inspect any Hot Work & Dust projects. The Emergency Management department 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 in good working condition.

- Contractors must provide, and have on site, a minimum of one 10 lb ABC fire extinguisher that is operable and properly serviced. Existing University of Calgary fire extinguishers in the area will not be used for this purpose and must not be removed from their assigned locations. University of Calgary employees can contact Emergency Management for more information regarding fire extinguishers.
- All workers must be trained in the proper use of fire extinguishers and how to activate the building fire alarm. All fires must be reported IMMEDIATELY to Campus Security (403-220-5333).
- 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, or removed from the area.
- Combustible floors must be wet down and covered with fire resistive tarpaulins.
- Explosive atmospheres must be eliminated prior to starting work.
- Fire Watch must be provided continually during the work, and for 60 minutes after work, including during coffee or lunch breaks. Fire Watch may also be required for adjoining areas. Periodic monitoring for an additional 3 hours after the completion of the work may be required depending on the nature of the hot work and will be stipulated on the permit.
- A final inspection of the hot work area shall be conducted and signed off by the UofC responsible supervisor 4 hours after completion of work.
- Completed Hot Work & Dust Permits will be kept by the responsible supervisor and will be retained as part of the project documentation records.



WARNING

HOT WORK IN PROGRESS

PART 1: RESPONSIBLE SUPERVISOR (Project Manager, Team Leader or University of Calgary Contact) I have read and met all requirements as outlined in Section 5 of the Hot Work & Dust Program

Name of Supervisor	Signature	Phone	Date	iREQUEST
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Part 2: HOT WORKER PERFORMING HOT WORK

Name (Print)	Contact Phone Number
Company Name	Nature of Hot Work
Date and time of Hot Work	Location (Campus, Building & Room) of Hot Work
I have read and understand the procedures and requirements for hot work.	
Signature of Hot worker	

PART 3: MAINTENANCE & ELECTRONICS – LIFE SAFETY

SYSTEMS Fire alarm systems bypass required: YES NO

Fire Watch required 1 2 3 4 hour

Remove combustibles YES NO

Emergency Management approval required YES NO

Additional comments: _____

Extinguisher required on site YES NO
Cover all wall, floor and sewer openings YES NO

Tech Signature _____

PART 4: CHECKLIST FOR HOT WORKER AT WORKSITE

Fire Watch present	YES N/A	Extinguisher required on site	YES N/A
Combustibles removed	YES N/A	Wall, floor and sewer openings covered	YES N/A
Time hot work began: _____		Time hot work ended: _____	

Part 5: FIRE WATCH

I have been informed of and trained in my duties and understand my responsibilities.

Name of Fire Watch: _____ Contact Phone: _____ Date _____

Monitored for ___ min after completion of work.

Final check of work site at _____ (HH:MM) after completion

Signature _____

THIS PERMIT MUST BE POSTED AT THE LOCATION