

SECTION: HUMAN RESOURCES

NO: HR-HS-33

REFERENCE: HEALTH AND SAFETY

Date:
December 3, 2020

Next Review Date:
December 2022

TITLE: HOT WORK

1.0 POLICY

- 1.1 The City of Dryden is committed to providing a healthy and safe workplace for all employees.
- 1.2 The potential of fires in the workplace present a significant risk to employee safety and property loss. The purpose of this policy is to prevent fires that may result from "hot work" processes.

2.0 DEFINITIONS

- 2.1 As used in these policies and procedures, the following term shall have the meaning as indicated:

Hot Work: Any temporary operation involving open flames or producing heat and/or sparks. This includes but is not limited to:

- i. Grinding;
- ii. Cutting;
- iii. Brazing;
- iv. Soldering; and
- v. Welding.

3.0 Responsibilities

3.1 Managers:

- (a) NFPA (National Fire Protection Association) Standard 51B, SA standard W117.2-12 - Safety in welding, cutting, and allied processes, and ANSI (American National Standards Institute) standard Z49.1:2012 and any legislation under the Occupational Health and Safety Act and its regulations will all be given consideration when performing Hot Work
- (b) Ensure employees are trained on requirements of this policy and any Standard Operating Procedure/Standard Operating Guideline that may be developed for that specific workplace;
- (c) Managers shall ensure that employees comply with established hot work policies and procedures;
- (d) Managers shall ensure that contractors are trained in and comply with hot work requirements where required; and

3.2 Employees:

- (a) Employees shall comply with all established hot work policies, procedures and the guidelines provided;
- (b) Always conduct hot work activities in conjunction with the other safety procedures appropriate for other hazards that may be present (e.g. confined space, lockout/tagout, etc.); and,
- (c) Comply with the requirements of the NFPA (National Fire Protection Association) Standard 51B, SA standard W117.2-12 - Safety in welding, cutting, and allied processes, and ANSI (American National Standards Institute) standard Z49.1:2012 and any other relevant legislation under the Occupational Health and Safety Act and its regulations.

4.0 General Guidelines When Conducting Hot Work

4.1 General Guidelines that are to be followed by employees performing Hot Work:

- (a) Ensure all equipment is in good operating order prior to work beginning;
- (b) All appropriate personal protection equipment (PPE) and safeguards are available and in working condition on site and each worker has been trained on how to use, clean, and store them properly;
- (c) Inspect the work area thoroughly prior to beginning work. Remove all flammable and combustible materials from the work area or cover them with fire resistant blankets, shields, or other appropriate materials. Remove or clean any spilled grease, oil, or other combustible liquid;

- (d) Openings or cracks in walls, floors or ducts at the work area must be sealed or covered with fire-resistant materials;
- (e) Isolate and protect smoke detectors and sprinkler heads that may be affected by the work so that a false alarm is not triggered;
- (f) Ensure that the appropriate fire extinguishers are available and readily accessible;
- (g) Ensure that the first aid boxes are readily accessible;
- (h) If possible, schedule hot work during shutdown periods;
- (i) Shut down any process that produces combustible atmospheres;
- (j) Review the emergency procedure for a fire in the workplace prior to starting the Hot Work and utilize a trained fire watcher.

5.0 PERMITS

- (a) Hot work permits are not required in designated areas like maintenance shops that are specifically designed to limit the potential of fires (i.e. built of non-combustible materials, equipped with appropriate fire prevention and suppression equipment, ventilation, free from combustible and flammable materials).
- (b) In the event, that a permit is required, the Department Manager will issue one and retain the documentation for twelve (12) months after the date.

6.0 FIRE WATCH / AREA MONITORING

- (a) Post a trained fire watcher within the work area, including lower levels if sparks or slag may fall during welding, including during breaks, and for at least 60 minutes after work has stopped. Depending on the work done, the area may need to be monitored for longer (up to 3 or more hours) after the end of the hot work until fire hazards no longer exist.
- (b) Employees responsible for conducting a fire watch should have an understanding of the work being completed and the procedures necessary in an emergency.
- (c) Employees completing a fire watch shall ensure that the appropriate fire suppression equipment is available (i.e. fire extinguisher) the entire time.
- (d) All fire protection equipment (i.e. smoke detectors) that are isolated during the work must be reactivated or enabled before the fire watch is completed.

History			
Approval Date:	May 16, 2011	Approved by:	By-law 3876-2011
Review/Amendment Date:	February 1, 2017	Approved by:	CAO E. Remillard
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**This policy is subject to any specific provisions of the Municipal Act,
or other relevant legislation or Union agreement.**