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# Hot Work – On Site

Eliminating one loss may save your business . . . and maybe someone's life!

The use of open flame and spark producing devices for welding, oxygen/acetylene cutting, grinding, soldering and other heat producing activities is necessary in many workplaces. To prevent or reduce the likelihood of a fire or injuries, a Hot Works Program should be implemented. This should include a written Hot Works policy outlining the procedures to follow and should be tailored to your organizations specific needs. The policy should apply to employees and outside contractors working on your premises.

**Whenever possible all hot work should be completed in a designated area designed for this purpose – see the LP bulletin - Setting Up a Hot Work Area.**

If the hot work cannot be completed in a designated hot work area, the following are key points to include in your Hot Work Policy:

- A hot work permit system should be established. No work should be completed until a hot work permit has been issued – see sample permit.
- All combustibles near or below must be relocated 35 feet away from the hot work or must be shielded with fire-proof blankets/curtains or metal guards.
- All floor and wall openings within 35 feet must be covered.
- All flammable vapours, gases, liquids or combustible dusts or fibers must be removed from the area.
- Surrounding areas should be swept and combustible floors wet down.
- Portable fire extinguishing equipment including multi purpose fire extinguishers or a fire hose must be present.

- Personnel should be assigned to watch for fire in the area as well as floors above or below as necessary. The fire watch should continue during break periods and for a minimum of 30 minutes after completing the hot work.
- If a continuous fire watch is not practical, hot work should not be done.
- Hot work should not be done in the last 30 minutes of the workday or prior to any breaks.

Your Hot Work Policy must comply with the required legislation and standards applicable to your workplace.

## Partners In Prevention

At Federated Insurance, we believe Loss Prevention is a critical component of your Risk Management Program. Your Risk Services Coordinator together with our Loss Prevention Team is available to assist you in setting up a hot work area for your business. Working together to reduce your loss exposures protects your bottom line!

For more information, contact your Risk Services Coordinator, our Loss Prevention Department at 1-800-665-1934, or visit our website at [www.federated.ca](http://www.federated.ca)



**Knowing your business matters.**

Federated provides this Loss Prevention Bulletin as a service to our policyholders and their business advisors. The information provided is intended to be general in nature, and may not apply in your province. The advice of independent legal or other

business advisors should be obtained in developing forms and procedures for your business. The recommendations in this bulletin are designed to reduce the risk of loss, but should not be construed as eliminating any risk or loss.

# HOT WORK PERMIT

PERMIT No. \_\_\_\_\_

## Issued

To: \_\_\_\_\_ Date: \_\_\_\_\_

## Valid

From: \_\_\_\_\_ To: \_\_\_\_\_

Description of Work: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Special Precautions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is a fire watch required?    Yes     No

The location where the work is to be done has been inspected and all necessary precautions have been taken.

Authorized By:

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

## Final Inspection

The work area and adjacent areas were inspected 30 minutes after the work was completed and are fire safe.

Signature of fire watcher \_\_\_\_\_