



POLICY	
Policy Number: HS2020-020	Date Approved: March 2018
Department: Health and Safety	Date Reviewed: October 2020
Hot Work	

1. Policy Statement

Any employee who performs Hot Work shall receive authorization by his or her Department Head/Supervisor prior to engaging in the performance of Hot Work. The Department Head/Supervisor must ensure that the employee is properly trained to perform the work. Once authorized the employee shall follow and adhere to all applicable legislation, regulations, standards, policies and procedures.

2. Purpose

The objective is to establish a policy that ensures the safety of all affected employees, contractors, subcontractors and any other person(s) at the workplace while Hot Work is being performed.

3. Scope

This policy applies to all employees at the Town of Kirkland Lake (the Corporation) including contractors, and subcontractors.

4. Definitions

Hot Work - Any work using an open flame or spark producing apparatus. Hot Work includes but is not limited to, welding, cutting, burning, grinding, soldering, and any related heat producing jobs that could ignite combustible materials or flammable atmospheres.

Designated Safe Hot Work Area - Is an area that has been designed and constructed for the performance of open flame or spark producing work. (i.e. maintenance shop).

5. Policy & Procedures

This policy applies to all employees at the Town of Kirkland Lake (the Corporation) including contractors, and subcontractors. Any employee who performs Hot Work shall receive authorization by his or her Department Head/Supervisor prior to engaging in the performance of Hot Work. The Department Head/Supervisor must ensure that the employee is properly trained to perform the work. Once authorized the employee shall follow and adhere to all applicable legislation, regulations, standards, policies and procedures.

Responsibilities:

Department Heads/Supervisors

- Shall ensure that everyone follows the Hot Work policy and is the ultimate authority for the health and safety standards at the Corporation.
- Ensure that all employees, contractors, and/or subcontractors adhere to the Corporation's Hot Work procedure and fill out the required Hot Work Permit form.
- Ensure all employees that perform Hot Work are properly trained.

Employees

- It is the responsibility of all employees, contractors, and/or subcontractors at the Corporation to follow the Hot Work procedure and adhere to the Corporation's health and safety program.

Procedure

- The Department Head/Supervisor shall identify if there is a need for a Hot Work Permit by assessing the area where the work is to be performed;
- The Department Head/Supervisor shall ensure adequate ventilation is provided by inspecting the ventilation in the area where Hot Work is to be conducted:
 - The ventilation system/equipment must be running and in proper working order.
- The Department Head/Supervisor and the employee shall check to make sure the area is cleared of combustibles:
 - Floors are to be swept and clean of combustibles;
 - Flammable liquids, dust, lint and any oil deposits are to be removed;

- Explosive atmospheres eliminated;
- Combustible floors wet down, covered with damp sand, or fire-resistant sheets.
- The Department Head/Supervisor and the employee shall make sure the area is screened off with the proper welding screen if applicable;
- The Department Head/Supervisor and the employee shall ensure fire extinguishing equipment is readily available and located at the edge of the area where Hot Work is to be done:
 - Those to use the fire extinguishing equipment shall be trained on how to operate.
- The Employee shall ensure all equipment is in good repair prior to beginning use by conducting an inspection on all equipment and personal protective equipment (PPE) prior to beginning use, this include checking for wear and tear on all equipment and PPE;
- Use appropriate PPE. The following equipment must be worn as applicable:
 - Class 3 Welding Helmet or Class 4 Welding Hand Shield as per CSA Standard Z04.3-02, when welding;
 - Class 2C Eye protection as per CSA Standard Z04.3-02, when torching/cutting;
 - Fire proof clothing;
 - CSA approved safety footwear;
 - Leather gloves;
 - Leather apron;
 - Leather chaps;
 - Hearing protection, when necessary;
 - No loose items are to be worn;
 - No contact lenses are to be worn.
- Handle the equipment in a safe manner;
- Employees must be trained in the safe operation and maintenance of the equipment to be used;
- If work is stopped for an extended period of time; the equipment shall be shut down and secured to prevent accidental sparking;

- Equipment must never be left unattended;
- Inform Department Head/Supervisor upon completion of the work so they may follow up to ensure all reasonable precautions are taken.

Hot Work Within 3 Meters (10 feet) of a Flammable Source

If Hot Work is to be performed within 3 meters (10 feet) of a flammable or combustible source the following procedure shall be followed:

- Fill out Hot Work Permit form and receive written authorization from supervisor prior to proceeding with work;
- Rope off the work area;
- Remove all sources of ignition away from work area;
- Blank off all sources of fuel including potential spark hazards;
- Lock and tag (signed and dated by the employee/contractor) out the pipes carrying the potential source of fuel;
- Purge lines of flammable sources as reasonably practicable and ensure a fire extinguisher is available at the work area;
- Assign a designated fire watch person for the work area.

Fire Watch

Fire watchers are required whenever welding or cutting may result in a fire, or any of the following conditions exist:

- Appreciable quantities of combustible materials (either building components or contents) are closer than 11 m (35ft.) to the location of the work;
- Appreciable quantities of combustibles are more than 11m (35ft.) away, but are easily ignited by sparks;
- Wall or floor openings within an 11 m (35ft.) radius expose combustible materials in adjacent areas (including concealed spaces in walls or floors);
- Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings, or roof tops and are likely to be ignited by conduction or radiation;
- This is determined by the Department Head/Supervisor and the Employee when they are developing the Hot Work plan.

Fire extinguishing equipment shall be made readily available and training of its use shall be provided. Fire watchers shall know how to immediately sound an alarm in

the event of fire. They shall watch for fires in all exposed areas, try to extinguish them only when obviously within their capacity and/or sound the alarm. Maintain a fire watch for at least one hour after completion of welding or cutting operations to detect and extinguish possible smoldering fires. In addition, hourly rounds should be made up to 3 hours following completion of Hot Work.

If the work is done by a contractor, the contractor shall be responsible for the fire watch, extinguishers, and any necessary screens or tarpaulins. However, the final responsibility for Hot Work always rests with the Corporation.

6. Summary

Training

Training for employees performing Hot Work must include:

- Safe operation and maintenance of the equipment being used;
- Fire and safety precautions;
- Proper use and maintenance of personal protective equipment;
- Proper use of fire extinguishing equipment;
- Emergency evacuation procedures.

Evaluation

- A review of adherence to this procedure and the appropriate Safe Operating Practice (SOP) shall be conducted by the Department Head/Supervisor at each occurrence of Hot Work.
- This policy shall be reviewed annually.

Legislation/ Standards/ Regulations

Ontario Occupational Health and Safety Regulations

Ontario Fire Code