

Section:	Fire Safety Program	Issued By:	Environment, Health and Safety
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Hot Work requirements are applicable to any temporary operation that involves open flames, or hot 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 Works permit **must** be filled out for any hot work conducted on Campus. If Hot Work and Dust producing work is conducted, only a hot work permit is required. A Dust Producing Work Permit is for projects only generating dust.

Any workers or supervisors conducting hot work or work producing dust or fumes must read the Hot Work & Dust Program document, available from Environmental Health and Safety and on our webpage which includes the below requirements as applicable.

- The university responsible supervisor of each project shall ensure that all safety requirements outlined in the permit are followed. The responsible supervisor must forward a completed copy of the permit form to LifeSafety **three working days PRIOR** to starting the work as portions of the fire alarm system may have to be deactivated.
(hotworks@ucalgary.ca)
- Persons responsible for causing fire alarms and subsequent business interruptions to the University of Calgary community by failing to abide by university policies and procedures will be invoiced. 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 the area is properly posted.
- Environmental Health and Safety may inspect any projects. Environmental Health and Safety has the authority to stop any unsafe work and will not permit work to begin or continue unless the program requirements are followed.
- All equipment must be in good working condition.

- Contractors must provide, and have on site, a minimum of one 20 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 Environmental Health and Safety 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 (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 the Alberta Fire Code, or removed from the area.
- Combustible floors must be wetted down and covered with fire resistive tarpaulins when required.
- Explosive atmospheres must be eliminated prior to starting work.
- Fire Watch must be continually provided during the hot work, and for 60 minutes after work, including any coffee or lunch breaks. Fire Watch may also be required for adjoining areas. Periodic monitoring as per the Alberta Fire Code for an additional 3 hours at the completion of the work may be required depending on the nature of the hot work (welding will be 3 hours) and will be stipulated on the permit.
- A final inspection of the hot work area should be conducted by the responsible supervisor 4 hours after completion of work as per the Alberta Fire Code.
- Completed permits will be kept by the responsible supervisor and will be retained as part of the project documentation records.



WARNING

DUST CREATING 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 the Hot Work & Dust Program

_____ Name of Supervisor	_____ Signature	_____ Phone	_____ Date	_____ Work Request #
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Part 2: WORKER PERFORMING DUSTY WORK

_____ Name (Print)	_____ Contact Phone Number
_____ Company Name	_____ Nature of Work
_____ Date and time of Work	_____ Location of Work

I have read and understand the procedures and requirements for dust producing work.

Signature of Hot worker

PART 3: MAINTENANCE & ELECTRONICS – LIFE SAFETY SYSTEMS

Fire alarm systems bypass required: YES NO _____

Tech Signature

PART 4: Fire Safety Requirements

Minimum 20 LB ABC Fire Extinguisher required on site	YES	NO
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Additional comments: _____

PART 5: CHECKLIST FOR WORKER AT WORKSITE

Fire Watch present	YES	N/A	Extinguisher on site	YES	N/A
Combustibles removed	YES	N/A	Wall, floor and sewer openings covered	YES	N/A

Part 6: FIRE WATCH

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

_____ Name of Fire Watch	_____ Contact Phone	_____ Date
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Monitored for ___min after completion of work
 Final check of worksite at _____(time) after completion.

Signature

THIS PERMIT MUST BE POSTED AT THE LOCATION