

## HOT WORK PERMIT -Precautions Checklist

Before issuing the permit: Can the work be done any other way to eliminate the use of Hot Work?

### IMPORTANT: Precautions Checklist must be followed

**Person Doing Work:** Fill in start time and hang in a highly visible position near hot work operation. When operation complete, fill in finish time.

**Fire Watch:** When the operation is complete, stay at location for 1 hour. After one hour, notify the Site Safety Supervisor of satisfactory completion of operation.

**Site Supervisor:** Initially inspect work area and complete precaution checklist. Keep copy and issue original to person doing work. Make final inspection after hot work and fire watch completed.

Company: \_\_\_\_\_ Date: \_\_\_\_\_  
Building: \_\_\_\_\_ Department: \_\_\_\_\_ Floor: \_\_\_\_\_

Work to be done: \_\_\_\_\_

Is Fire Watch required? See below\*  Yes  No

Work to be done by Whom: \_\_\_\_\_

The location where this work is to be done has been examined, necessary precautions have been taken and permission is granted for this work. Permit expires (No more than one shift):

Signed: \_\_\_\_\_ Title: \_\_\_\_\_  
*(person responsible for authorizing hot work)*

Time started: \_\_\_\_\_ Time completed: \_\_\_\_\_

### FINAL CHECK

The work area and adjacent areas to which sparks and heat may have spread (including floors above and below and on opposite sides of walls) have been inspected for 1 hour after the work was completed and were found to be fire safe.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_  
*(supervisor or fire watcher)* Time checked: \_\_\_\_\_

**\*\*Fire watchers shall be required by the individual responsible for authorizing hot work wherever cutting or welding is performed in locations where other than a minor fire might develop, or where:**

- a) combustible material in building construction or contents is closer than 10m to operation
- b) appreciable combustibles are more than 10m away but are easily ignited by sparks.
- c) Wall or floor openings within 10 m radius expose combustible material in adjacent areas, including concealed spaces in walls and floors
- d) Combustible materials are adjacent to the opposite side of metal partitions, walls, ceilings or roofs and are likely to be ignited by conduction or radiation.

### ✓ Check and review the following

#### General

- Sprinkler protection in service
- Cutting and welding equipment in good repair
- If work conducted on enclosed equipment, confined space Entry permit issued
- Area smoke detection isolated where appropriate
- Inspect contractors' equipment to certify that it is in proper working order and in a fire safe condition prior to issuance of permit

#### Within 10 m of work area

- Floors swept clean of all combustibles
- Combustible floors wet down or covered with damp sand, metal or other non-combustible shields
- All ordinary combustibles and flammable/combustible liquids removed
- Covers suspended beneath elevated work to collect sparks
- All hazardous operations discontinued

#### Work on Walls or Ceilings

- Construction non-combustible and without combustible covering
- Exposed combustible ceiling and wall insulation covered or removed
- Combustibles moved away from opposite side of wall

#### **Work on enclosed equipment** (tanks, containers, ducts, dust collectors)

- Equipment cleaned of all combustibles
- Containers purged of flammable vapours

#### **Fire Watch**

- Is fire watch needed?
- Suitable fire extinguisher or hose steam available
- Trained in use of equipment and in raising/sounding the alarm
- Area smoke detection re-instated where appropriate after work completed

**Final Check- ensure HOT WORK PERMIT is completed**

**Checklist completed: Signed:** \_\_\_\_\_

**(person responsible for authorizing hot work)**

**All emergency systems installed during the work have been reactivated. Time:** \_\_\_\_\_