

 CORPORATE SAFETY MANUAL	ENVIRONMENTAL, HEALTH AND SAFETY STANDARDS	
TITLE: HOT WORK PERMITS	Document Number: *	
	Issue Date: *	Revision Date:

1 Purpose

The purpose of this document is to establish the procedures for obtaining a hot work permit for the conduct of operations that present a fire hazard.

2 Responsibilities

It is the responsibility of Project Manager, who hires contractors to ensure that the provisions of these procedures are enforced.

The Project Superintendent is responsible for completing the appropriate permit or for designating an authorized representative of the Contractor to complete the appropriate permit.

It is the responsibility of **(Insert Company Name)** employees who perform work covered by this procedure to adhere to the provisions of these procedures

3 Policy Content

3.1 Hot Work Permit

A Hot Work permit must be completed prior to the start-up of any work involving:

- opening live electrical panels
- using open flames or torches
- welding or grinding
- the use of non- explosion proof equipment in explosion proof rated areas

Any **(Insert Company Name)** employee can advise the hot work crew of unusual or emergency conditions (such as a solvent spill) and can order a halt to the work in progress.

Permit duration cannot exceed 10 working hours. If the task covered by the procedure requires more time a new permit must be completed.

A firewatcher must be on-site observing the hot work being conducted. Firewatcher training will be conducted prior to the start of work and will include:

- The nature of the hazards in the area,
- The location of the nearest fire extinguisher
- The location of the nearest building fire alarm

Document: HOT WORK PERMITS

- The location of the nearest emergency telephone
- The emergency telephone number

Copies of completed permits will be kept on file in Site Safety and Health Plan.

4 References

None

5 Appendices

None