

Project Name: \_\_\_\_\_ PO/Cost Center: \_\_\_\_\_

# Hot Work Permit

Date Permit Issued: \_\_\_\_\_

Worksite Supervisor: *Print & sign name* \_\_\_\_\_

Contractor or Worker: *Print & sign name* \_\_\_\_\_

Company Name: \_\_\_\_\_

Contractor or Worker Cell Number: \_\_\_\_\_

**DATE WORK IS TO BE UNDERTAKEN:** \_\_\_\_\_

Location of work - Campus: \_\_\_\_\_

Building: \_\_\_\_\_

Room number: \_\_\_\_\_

Specific location: \_\_\_\_\_

Time hot work is to start: \_\_\_\_\_ Time hot work is to end: \_\_\_\_\_

Describe equipment being used: \_\_\_\_\_

Describe the job: \_\_\_\_\_

**SIGNATURE (AC PROJECT MANAGER):** \_\_\_\_\_

**Check-list:**

- The equipment to be used has been inspected for proper operation and is in good repair
- Flammable and combustible liquids or materials in the area have been moved / covered / wetdown
- Appropriate type and number of extinguishers are available on hand
- Communications (radio or telephone) are in place to sound the alarm if needed
- Fire alarm service interruption has been coordinated, as necessary
- Provisions have been made for a fire watch, as necessary
- Who will check the area after hours?

**Important points to remember:**

1. Inspect the area where work is to be done, and see how close combustible materials are to the work area.
2. Establish fire watches, if hazards warrant. Fire watches must stay on duty for at least 30 minutes after all flame or spark producing equipment have been shut down and as long as fire alarm devices are out of service.
3. Provide fire extinguishing equipment, usually manned by a stand-by employee (safety watch).
4. Communicate with and coordinate the activities of all departments concerned with fire protection.
5. Isolate combustible materials from sources of ignition.
6. Limit unauthorized use of flame or spark producing equipment.

**This section applies if Algonquin is the Constructor:**

Personal protective equipment has been supplied for the worker who is trained in it's operation:

- Leather gloves
- Ventilation
- Approved goggles / shielding
- Other \_\_\_\_\_
- All the foregoing has been approved by the site superintendent or supervisor

**Distribution**

White – Retained at worksite    Yellow – Retained by project manager    Pink – Sent to OHS

**Please Press Firmly**