

Facilities Management Hot Work Permit Policy

The purpose of this policy is to identify the procedures that will be used by Facilities Management (FM) personnel for the issue, receipt and accountability of hot works permits. This policy applies to all FM personnel who are required to conduct maintenance and/or construction related operations involving open flames, excessive heat and/or sparks. Such operations include, but are not limited to, brazing, cutting, grinding, soldering, and thawing pipes, torch-applied roofing and general welding.

FM personnel requiring a hot works permit will proceed to the FM Key Office and fill out a hot works permit form. Key Office staff will review the form for completeness and contact one of the following personnel for permission to release the permit:

- Wayne Brashear Office: 575-4419 Cell: 263-1622
- Ron Edwards Office: 575-6185 Cell: 957-5929

Once permission to issue the hot works permit has been secured, Key Office staff will annotate the hot work permit with: the date/time approval was secured, who approved the request and how the approver was contacted. The Key Office staff will then place copies 1 and 2 of the work permit in a suspense file and issue the technician the hard card copy (string attached). Hot works permits will be issued for the period requested by the supervisor/technician. FM hot works permits will expire the morning (7:30AM) following the project completion date submitted by the respective foreman/technician. The crew supervisor/technician will return the hard card copy of the permit within 24 hours of its expiration date. If the job is completed after normal working hours, the technician can place the hard card copy in the “after hours” key slot located next to the Mitchell Street entrance to the FM Key Office or in the Key Office mailbox.

Key Office staff will maintain copies 1 and 2 of the hot works permit in a suspense file for a maximum of 24 hours following the permit's expiration date. If the hard card copy of the hot works permit is returned within 24 hours, the Key Office staff will attach it to copies 1 and 2 then place them in the distribution box of the EH&S Fire Safety Officer. If the hard card copy of the hot works permit has not been returned within 24 hours, the Key Office staff will place copies 1 and 2 in the distribution box of the EH&S Fire Safety Officer. It is the responsibility of **the supervisor/technician to whom the permit was issued** to ensure it is returned to the Key Office in a timely manner. All hard card copies of hot works permits returned over 24 hours after their expiration date, will be placed directly in the distribution box of the EH&S Fire Safety Officer.

Questions relating to the issue/return of hot work permits should contact the key office supervisor (Steve McClain) at 575-6266 or cell: 841-0425.