

Hot Work Policy



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Health & Safety Policies	February 18, 2020	27-2020	1	3
Subsection	Repeals By-Law Number		Policy Number	
Hot Work	27-2012		HS-16	

Purpose

The City of Kenora recognizes that the potential of fire in the workplace presents a significant risk to employee safety and property loss. The purpose of this policy is to prevent fires that may result from "hot work" processes.

Scope

For the purposes of this policy "hot work" refers to any temporary operation that involves open flame, or that produces heat and/or sparks. This includes but is not limited to grinding, cutting, brazing, soldering, and welding.

Procedure

General

Hot work procedures are required when hot work takes place in confined spaces, near volatile materials, and any time there is a significant risk of fire or explosion.

Division and Team Leads shall review hot work procedures with employees as required. The Division or Team Lead must review the tasks to be completed and the area where the hot work will be conducted prior to the hot work commencing.

Conduct a pre-work inspection of the work area to check for combustible materials or flammable liquids or gasses and determine if additional safeguards are necessary.

Ensure there are no flammable or combustible materials within 11 m of the work. If materials cannot be removed ensure that they are protected by wetting or the use of shields.

Ensure enclosed equipment is cleaned and purged of combustible materials and vapours and verify this with proper atmospheric testing.

Openings or cracks in walls, floors, or ducts in the work area must be sealed or covered with fire resistant materials.

Isolate and protect smoke detectors and sprinkler heads that may be affected by the hot work so that a false alarm is not triggered.

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Always wear appropriate PPE while performing hot work such as welding helmets, safety eyewear, gloves, and flame resistant clothing.

Ensure that proper fire suppression equipment such as fire extinguishers or hoses is readily available while the work is in progress and for one hour after the work is completed.

Exemptions

Hot work procedures are not required in designated areas such as maintenance or welding shops that are specifically designed to limit the potential of fires provided that no flammable or combustible materials are present within 11 m of the hot work.

Hot work procedures are not required outdoors if the work area is more than 11 m from buildings and other combustible materials.

Fire Watch Area Monitoring

A fire watch or monitoring of the work area shall be done while the work is being done and for at least 30 minutes after the work is completed.

Monitoring should include the immediate work area as well as adjacent areas above and below.

The primary role of the fire watch is to provide early detection and suppression if a fire were to start.

The fire watch should have an understanding of the work being done and the procedures necessary in an emergency.

The fire watch will ensure that proper fire suppression equipment such as fire extinguishers or hoses is readily available while the work is in progress and for one hour after the work is completed.

The fire watch will ensure that all fire protection equipment that was isolated during work is reactivated upon completion of the work.

Responsibilities

Division Leads and Team Leads are responsible to:

- Ensure employees are trained on the requirements of this policy;
- Ensure that employees comply with the requirements of this policy;
- Ensure that contractors are informed of and comply with the requirements of this policy where required; and

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- Ensure that employees and contractors comply with the requirements of the Occupational Health and Safety Act.

Employees are responsible to:

- Comply with established hot work policies, procedures, and guidelines provided;
- Always conduct hot work activities in conjunction with other safety procedures appropriate for other hazards that may be present such as confined spaces and lock out;
- Comply with the requirements of the Occupational Health and Safety Act and related regulations.

Training

Workers shall be trained and instructed in the provisions of this policy. All training shall be documented and reviewed annually.

References

Occupational Health and Safety Act, Section 25(2) (h).