



Hot Work Permit

Purpose and Procedure:

This checklist/permit is intended be used as a supporting document of the Contractor Code of Practice (CCOP).

When Hot Work is required for project work on University of Saskatchewan property, the Project Manager and/or Contract Authority must provide the Hot Work Permit to the Contractor/Service Provider that will be doing the work.

The Contractor/Service Provider is responsible to complete the Hot Work Permit Form and submit it to Safety Resources for approval a minimum of 24 hours prior to hot work beginning.

The Hot Work Permit must be approved by Safety Resources prior to hot work beginning. Once approved, the Contractor/Service Provider must adhere to all safety precautions from Part 2 of the Hot Work Permit and post permit prominently at the site.

Any shutdowns required must be done in accordance with the Shutdown Request Process and Form found on Facilities website (<http://facilities.usask.ca/>). Contact the Customer Service Centre at 306-966-4496 for more information.





Hot Work Permit

THIS PERMIT MUST BE DISPLAYED PROMINENTLY AT THE WORK SITE

PART 1

Authorization:

This Permit will authorize _____ of _____
(name) (company)
to _____
(describe activity)

_____ (starting date) _____ (time)

_____ (expiry date) _____ (time)

Building or Area _____

Type of Hot Work _____

SAFETY PRECAUTIONS:

- Safety Resources / Controls notified
- Fire extinguisher present
- Vessels, piping and equipment isolated or removed from service and purged (impact assessment if applicable)
- Additional Safety Check List on reverse side completed and understood by person(s) doing the work

IN CASE OF FIRE CALL 911 (campus phone 9-911)

Permit Issued By: _____

Safety Precautions Verified By: _____

Performing Work: _____ (print) _____ (signature)

Fire Watch attendant: _____ (print) _____ (signature)

Project Manager: _____



IN CASE OF FIRE CALL 911 (campus phone 9-911)

SAFETY RESOURCES 306 966 4675

PART 2

Safety Check List

- Check with FO&M 306 966 4496 for possible detectors that could be activated
- Fire Extinguisher available and in working order (Supplied by contractor)
- All activities related to hot work do not affect other infrastructure, personnel or systems in a negative way

Requirements within 35 ft. (11 m.) radius of work site

- Flammable liquids, oily deposits, dust and lint removed
- Explosive atmosphere in area eliminated
- Floor swept & kept clean
- Combustible floors covered with fire resistant material
- Remove other combustibles where possible. Combustibles moved away from opposite side of wall/ceiling. Otherwise protect with fire resistive tarpaulins or metal shields
- All wall and floor openings covered
- If working at heights, delineation/signage to warn people below and suspend fire resistive tarpaulins beneath work

Work on enclosed equipment or N/A_____

- Is confined space entry permit required
- Enclosed equipment cleaned of all combustibles
- Containers purged of flammable liquids/vapours
- Pressurized vessels, piping, & equipment removed from service, isolated, & vented

Fire Watch/Hot Work area monitoring

- Fire watch during and for 60 minutes after work, including coffee and lunch breaks
- Fire watch trained in use of fire protection equipment and sounding alarm
- Fire watch may be required for adjoining areas, above and below

Other precautions taken

- _____

All work must be completed by 3:30 p.m. to facilitate the reactivation of the fire alarm system. Call Customer Service Center 306 966 4496 to re-activate the fire alarm system after Hot Work is complete.

Part 1 of this permit must be submitted to U of S Safety Resources at safetyresources@usask.ca at least 24 hours prior to hot work starting.