

## Hot Works Permit – Appendix O

This document provides direction for issuing a Hot Work Permit using Appendix O at a Polygon Construction Site.

### Information

The proper conducting and documentation of hot work at our construction sites is critical, not only to ensure the safety of workers and the building under construction but, because it has implications on the insurance we carry for our projects under construction.

#### Disciplinary Action:

Failure to follow hot work protocols should be treated as Major Violation as hot work creates a hazard to the building, the materials, and every worker on site.

### Permit Details

Complete the Permit in full and have the worker check, initial, and sign where required to indicate that they understand and accept the work area requirements. If there are multiple workers performing similar hot work in one work area (i.e. a flat roof) then a direct supervisor or lead hand can complete the Permit for the work area. The supervisor or lead hand must be present at all times during the hot work.

Ensure there is a dedicated fire extinguisher in close proximity. Close proximity means that the worker should not have to leave the work area if the fire extinguisher is required. Relying on the site emergency fire extinguisher locations for hot work is not an acceptable practice.

Remind the worker that the work area must be monitored for 60 minutes (1 hour) after the hot work is completed to ensure there is no smouldering or ignition.

Enter your name and signature in the **Permit issued by:** fields and remind the worker they are to return the Permit once the hot work and the monitoring is complete.

### **Recurring Activities**

There may be the occasion where the same hot work activity is taking place in a similar location over the course of several days (i.e. soldering copper pipe in a block of units). Provided the work is short duration with a low hazard of ignition a single Permit may be issued for multiple dates but never longer than 1 week and never over a weekend.

Work with roofing torches (tiger torches) and any welding are always considered as having a high hazard of ignition. Permits will be issued and returned daily for these activities.

## ***Pre-filling forms***

The following fields may be pre-filled to facilitate the issuing of multiple Permits for identical work on different dates and locations on the project. All other fields will be completed at the time the Permit is issued or returned as applicable.

Worker Name  
Project  
Company  
To conduct the following work  
With the following equipment

## **Returning the Permit**

Once the hot work has been completed and the 60 minutes of monitoring by the worker have passed the Permit will be returned to PCML Site Management. The person receiving the returned Permit will enter their name and signature in the **Permit returned to:** fields. This person will also enter the date and time the permit was returned.

### **Disciplinary Action:**

If an issued Permit is not returned then no further Permits will be granted without first issuing a written Safety Violation.

Exceptions may be granted if there is a reasonable explanation or a documented prior arrangement. The importance of returning the Permit is so that we know when to commence the ongoing monitoring of the work area.

## **Ongoing Monitoring**

The work area will be monitored for a minimum of four (4) hours following the return of the Permit. This may be accomplished by a Security Guard including the identified work area in their patrol and making specific mention of the area in their report.

The arrangements made for the additional fire watch will be documented on the Permit.