Hot Work Permit

This guideline provides direction for issuing a Hot Work Permit at a Polygon Construction Site.

The Permit Authorizing Individual (PAI) is the Site Superintendent or another worker on site designated to act on behalf of Polygon Construction Management Ltd. in regard to coordinating Hot Work (i.e. the CSO).

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:

As hot work creates a hazard to the building, the materials, and every worker on site; failure to follow this hot work permit process, especially performing hot work without a permit, should result in a stoppage of the work to address any ignition hazards and issuing a Safety Violation.

Issuing the Permit

Complete the Permit in full and have the worker check and sign where required to indicate that they understand the Work Area and Fire Watch requirements and that those requirements are in place and will be followed. 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.

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 (2 hours if it is torch-applied roofing) to ensure there is no smouldering or ignition.

Enter your name and signature as the **Permit Authorizing Individual:** fields and remind the worker they are to notify you or another designated member of the Site Team once the hot work and initial Fire Watch is complete.

Pre-filling forms

The following fields may be pre-filled to facilitate the issuing of multiple Permits to the same worker for similar work. All other fields must be completed at the time the Permit is issued.

- Project
- Worker Name
- Contractor / Employer
- Description of the work (while the task may be similar the location must be specific for each permit)

Closing the Permit

Once the hot work has been completed and the initial Fire Watch has been completed, the worker must inform the Permit Authorizing Individual (PAI) currently on duty. The PAI will then document when the hot work task and the initial Fire Watch were completed. The PAI will then document how the remaining fire monitoring of the hot work area will be coordinated and completed.

Disciplinary Action:

If the worker fails to notify PCML before the end of work then a Safety Violation should be issued to document the matter. No further Permits should be granted to that worker without first issuing a Safety Violation.

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

Fire Monitoring

Between the Fire Watch and subsequent Fire Monitoring, the work area must be monitored for a minimum of four (4) hours following the completion of the task.

Best practice is for hot work tasks to be completed by 1:00 PM or earlier to enable Fire Monitoring to be conducted by a regularly scheduled member of the Polygon Site Team who will be on site until 5:00 PM. If Fire Monitoring is required beyond the time when a regularly scheduled member of the Polygon Site Team is on site then it may be accomplished by a Security Guard. The Security Guard must include the identified work area in their patrol and make specific mention of the area in their report.

The After Hours Safety Coverage form includes a section for **Hot Work Permits or other OHS coordination duties** if it is needed to document the additional monitoring is being conducted by someone other than a regularly scheduled member of the Polygon Site Team.